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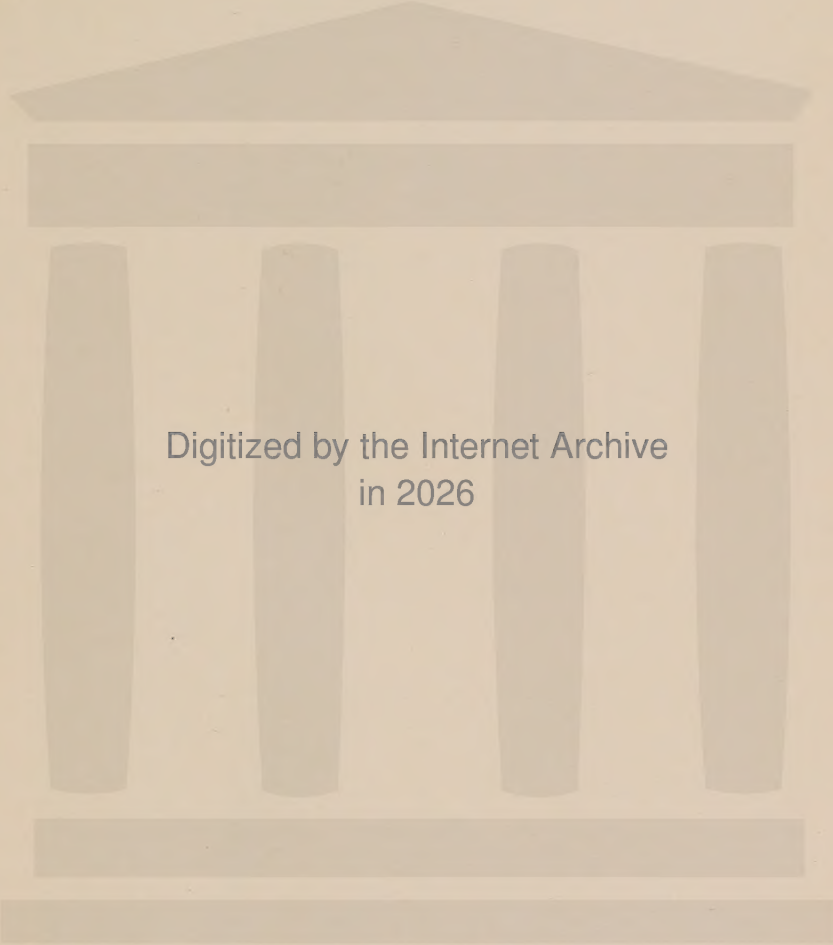
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R. D. W. CONNOR

R. D. W. Connor

1878-1950

THE Society of American Archivists lost one of its most prominent and outstanding members and the archivists, educators, and historians of our country one of their most distinguished colleagues in the death of Dr. Robert Diggs Wimberly Connor on February 25, 1950.

As the first Archivist of the United States (1934-1941) and as one of the founders and a former president of the Society of American Archivists, Dr. Connor contributed indispensably to the development of archival procedures and the archival profession in the United States.

As a teacher and principal in its public schools and as Kenan professor of history and government (1921-1934) and Craig professor of jurisprudence and history (1941-1950) at its University, he performed services of incalculable value to his native state of North Carolina in the education of its youth.

As an active member of the American and Southern Historical Associations, as a distinguished teacher of history, and as author and compiler of numerous historical works of recognized merit, he achieved a nation-wide reputation as one of our country's leading historians.

Dr. Connor's constructive work as executive secretary of the Educational Campaign for North Carolina and as secretary, president, and director, respectively, of the North Carolina State Literary and Historical Association (now the Department of Archives and History) was widely acclaimed.

In accepting Dr. Connor's resignation as Archivist of the United States in 1941, President Franklin D. Roosevelt wrote him that "As the first Archivist of the United States, you have not only laid the foundation but have built the actual structure of an extremely important and permanent repository of American historical source material. Your record is one which will always be acclaimed with well-deserved appreciation."

His attainments and accomplishments as an educator and historian will also long "be acclaimed with well-deserved appreciation."

It was my privilege not only to work with Dr. Connor but to play with him, visit in his home, and participate with him in other activities of various types. His achievements as an archivist, educator, and historian, great as they unquestionably were, fail to reflect the true greatness of the man and were surpassed, in my opinion, by his capacities and qualities as a human being — as Bob Connor, husband, kinsman, friend, and confidant.

As son of a distinguished father and a cultured and refined mother, from whom he inherited many of his outstanding traits, he was to the manner born. He was a gentleman in every sense of the word. His genial disposition, his courtesy and cordiality, and his genuine interest in his fellowman attracted people to him and acquired for him a popularity among all classes and types of people that few men have attained. Dr. Connor stood first in almost every poll made of the student body to select the most popular member of the University of North Carolina faculty during his twenty-odd years of service there.

He possessed a dynamic and forceful personality, yet he was a remarkably humble and unpretentious man. He could readily adjust himself to circumstances and people. I have never seen him ill-at-ease in any company or under any condition. He was strong-willed and determined, but at the same time extremely considerate and thoughtful of others. I never knew any one who disliked him.

His capacity for friendship was amazing and his friends were legion. Among them were scholars and illiterates, aristocrats and commoners, rich and poor, and people of various creeds and color. All of them respected his unimpeachable character and his honesty. They had confidence in his dependability; they knew that he was completely reliable and that his word was his bond. From frequent experiences, they learned that they could count on him for sound advice and helpful assistance.

Dr. Connor had a high conception of duty and was extremely diligent and faithful in the discharge of his responsibilities and obligations, yet he immensely enjoyed relaxation and down-to-earth fellowship. He was a delightful companion at play and an aggressive and determined, but always fair, competitor at golf and cards, both of which he loved. He liked to win at these games and more often than otherwise emerged victorious. As a spectator at a college football game, he was as enthusiastic as the students and he got a great thrill from the game.

He had a keen, albeit somewhat droll, sense of humor that stood

him in good stead in times of stress. He enjoyed teasing his friends in a good-natured sort of way, and I shall always remember the merry twinkle that appeared in his eyes on such occasions. A kindly gleam was always in his eyes. During the last few years of his life, he was far from well and many of his activities had to be curtailed because of his physical condition, but there was no lessening of that kindly gleam and merry twinkle in his eyes.

Robert Diggs Wimberly Connor was a distinguished scholar, but he was even more distinguished as a kind, thoughtful, courteous, understanding, helpful, and lovable friend to the thousands who were privileged to count him as their friend.

He was the kindest person and the sweetest man I ever knew.

A noble soul has left us.

May he rest in peace.

The National Archives

THAD PAGE

The Public Records of Canada: Recent Developments in Control and Management¹

By W. E. D. HALLIDAY

*Privy Council Office
Ottawa, Canada*

I HAVE some trepidation in addressing this learned body. I am not an archivist, have not been trained as an archivist and, if I may be forgiven, am not even a librarian. Actually, my field for many years was in the natural sciences. The fortunes of war, however, removed me in 1940 to completely different work with the newly formed Cabinet Secretariat, and there I have stayed. It so happened that one of my jobs was to find out what was being done about war records. That in turn led to the setting up of a Public Records Committee, of which I have had the good fortune to be secretary since its inception in 1945. I have had, therefore, some opportunity to get at least a nodding acquaintance with the problems of public records.

Public records seem to have been rather a Cinderella in the government family. Her problems tend to be put aside for what appears to be the more important business of the moment, with perhaps the pious hope that they will settle themselves anyway. Filing systems in departments have usually developed on an *ad hoc* basis and no great care has been taken to provide trained and adequate personnel. I am reminded of a "They'll do it every time" cartoon that I saw recently. One half showed a smart-looking female trying to put files away into a filing-cabinet with her employer saying, "Forget about that filing! Type my letters, and then I want you to do a few errands for me. Filing is unimportant!" The other half showed the employer frantically digging into the cabinet, scattering papers right and left and shouting, "That featherhead never files anything! Leaves everything on her desk or on top of the cabinet! Where is she?" as Ginny rushes back through the door.

Old records, often of great historical value, remain buried in

¹ Paper read at the annual meeting of the Society of American Archivists held in Quebec, Canada, September 19, 1949.

files or moldering in damp cellars. Far too often they have been thrown out to make room for later accumulations. Sometimes they have been rescued, by chance or as the result of some catastrophe which temporarily focused attention on them. A case in point was the considerable accession to the Public Archives of important state and other papers following the fire of 1897 in the West Block in Ottawa.

But to get back to my subject. Concern with the public records of the Canadian Government might be said to rest particularly in four places: the individual departments and agencies, the Public Archives, the Public Records Committee, and a newly formed division of the Civil Service Commission known as the Organization and Methods Division.

Of the first, I might say that departments and agencies have varied in size and number since Confederation; that the amount of records produced by them has equally varied, as have filing methods and care. Many departments are the custodians of records dating from Confederation and even, in some cases, of records they fell heir to from the old Province of the United Canadas. Little by little, however, records management has been improved and standardized and most departments now have central registries, and many are using the latest aids in records management such as micro-filming, card machines, and so on.

The Public Archives had their birth in 1872 when, following a petition "numerously signed by influential persons, setting forth the unsatisfactory state of the Archives of the Dominion," a vote of \$4,000 was obtained from Parliament and an Order in Council was passed on the recommendation of the Minister of Agriculture appointing a Mr. Brymner as a senior second class clerk at a salary of \$1,200 per annum. Those were the days! The wording of the Order is, I think, rather intriguing. It evidently was felt that Mr. Brymner would not have much work on his hands, for the Minister proposed to employ him both "on the Public Archives Service, and at the same time on a preliminary inquiry for the getting of information on Agriculture, for both of which services the fitness of Mr. Brymner inspires him with full confidence." The Order implies that about half of Mr. Brymner's time would be spent on the collecting of public archives material. Thanks to the energy and devotion of the first incumbent, who was soon raised in status to a full time Archivist, and to the succeeding Dominion Archivists, this small beginning has resulted in the Public Archives of today, which con-

tain a large and valuable collection of papers and transcripts dealing with early Canadian history.

Before touching on the Public Records Committee, with which I am most conversant, I want to mention an event, the effects of which are just now showing on public records policy in Canada. This was the appointment in 1912 of a Royal Commission to inquire into the state of the records of the public departments. The Commission's report, which is a most excellent document, was submitted to and approved by the government in May 1914. The principal recommendation was the creation of a public records office by enlargement of the existing Archives building to provide for: (1) storage of records, books, plans, and papers not in current use; (2) facilities for examination and any necessary destruction of them; and (3) the extension of the Archives proper to receive any documents that departments might wish to transfer thereto. Another recommendation provided for transfer, immediately after the building was completed, of all records over 25 years of age; and another provided for the use of Treasury Board to authorize destruction of documents that competent authority considered useless.

It is rather interesting to note that these findings are much along the lines of the recommendations of the Task Force on Records Management of the Hoover Commission in your country. This most able report, I notice, was prepared by Mr. Leahy our chairman. There is, however, a most significant difference in that the Royal Commission contemplated enlargement of the Archives to include public records administration, whilst the Task Force recommends the formation of a records administration of which the Archives would be a part.

Unfortunately the advent of the first Great War effectually prevented any further action at the time, and it was not until 1933 that there was some implementation of the Commission's recommendations. Treasury Board then circularized departments asking for schedules of material recommended for destruction and issued authorizing minutes. These contained a paragraph requiring retention of documents of continuing historical value and prior reference to the Dominion Archivist of intention to destroy certain classes of documents.

As the last war progressed, the question arose as to what steps should be taken to preserve war records. Two large war departments were expected to fold up after the war as well as a large number of boards, commissions and committees engaged in temporary war

activities. It was obvious that a tremendous volume was being added to the existing body of public records, and that problems of custody, transfer, and destruction would inevitably arise.

The Cabinet considered the matter late in 1942 and directed that departments supply information as to what individual arrangements were being made. The job of seeing that this was done devolved on the Cabinet Secretariat and, in turn, on myself. To describe the various steps that followed would take up too much time and be of only local interest. It was found, however, that no clear distinction was practical between war records and normal records. Several departments, some of which were new, were concerned solely with questions relating to the war, but practically every department and agency of government had its finger in the pie, and the survey indicated that out of the 21 permanent departments and 9 permanent agencies concerned in some degree with the war only 4 departments and 2 agencies made any consistent distinction in filing between war records and those of normal activities.

Eventually a report was prepared, the principal recommendations of which were: (1) the establishment of a permanent Public Records Committee; (2) a recognition of the primary responsibility of departments and agencies of government for care and maintenance of their own records; (3) a recognition of the desirability of charging senior officers in each department with particular responsibility for records to ensure continuous review and reclassification and promote orderly disposal of dormant or dead material; (4) the employment of narrators to prepare accounts of the war activities of departments and agencies; and, (5) as a first charge to the permanent Public Records Committee, an examination and report as to developing a Public Records Office along the lines recommended by the Royal Commission of 1912. The Cabinet approved this report, and authorized establishment of the permanent Public Records Committee.

This Committee, as set up by Order in Council, consists of a Cabinet Minister, the Secretary of State as chairman, the Dominion Archivist, and representatives from a number of departments and historians from the Armed Forces. There are also two representatives from outside the government, nominated by the Canadian Historical Association. The terms of reference of the Committee are comprehensive and provide, where necessary, for direct recommendation through the chairman to the Cabinet.

There have been to date, since the first meeting of the Standing

Committee in October 1945, 21 meetings. I thought it might be of interest, as showing the scope of the Committee's work, to give you the relative percentages of subjects discussed. As might be expected, 49% of the items coming before the Committee have concerned the disposition of records, either by authorizing destruction or by transfer to the Archives, another department, or to provincial governments. The next largest subject, 16%, was the preparation of narratives of the war activities of departments and agencies. Consideration of specific cases of microfilming made up 8%, general procedures for disposal of records 7%, Committee organization and procedures 6%, establishment of a Public Records Office or National Archives 4%, microfilming policy 3%, records management 2%, and the remaining 5% was made up of such miscellaneous matters as general records policy, exchange of historical information, information on archival activities outside Canada, the archival storage of films, and so on.

An early and useful work of the Committee was the establishment of standard procedures for disposal of public records, either by authorizing destruction or by transfer to the Archives, other departments, and so on. These procedures were worked out in close collaboration with Treasury Board and provide for examination by the Auditor General and Comptroller of the Treasury, by the Public Archives, and by the Committee. Every attempt is made to put before the Committee adequate information on any particular recommendation by means of circulated documents and, if destruction is to take place, final authority is obtained by means of a Treasury Board minute on the recommendation of the Committee. Military records are further screened before coming to the Committee by Boards of Officers set up in accordance with King's Regulations. As yet, the Committee has not felt justified in taking any initiative in suggesting destruction or transfer, but this may come when we have a clearer picture of just what the extent of the government's records are. Another procedure that was put on a firm basis was requirements for microfilming. In this the Committee was kindly assisted by the United States Bureau of the Budget, who sent one of their experts up to give us the benefit of his knowledge and who submitted a very valuable report. A considerable amount of microfilming is being done, but, realizing that it is only one of the aids in records management and capable of considerable abuse, the Committee has not encouraged its application in any universal manner.

Another feature of the Committee's work has been to promote

the writing of narratives, for the future use of the government, on departmental war activities. The narrative for one war department, National War Services, now dispersed, has been completed; that for another war department, Munitions and Supply, was prepared under contract and is now in the hands of the printer; a narrative of the Department of Agriculture is now being prepared under contract; and histories have, of course, been prepared and printed for the three branches of the Armed Services. Other accounts of war activities, prepared by departmental staff, are either completed or in draft form. The Committee has attempted in all cases to obtain not only a factual account but also a confidential section, examining objectively the work undertaken and making recommendations for the future guidance of the government, should emergencies of a similar nature arise.

The proper functioning of the Committee called for a high degree of cooperation from departments and agencies. I am glad to be able to say that this cooperation has been given very willingly. The Committee, I feel, has come to serve a very useful purpose in providing consistent procedures and in coordination. It is being called upon to consider a great many questions, both those directly within its terms of reference and those closely related.

I must confess that, so far, we have been unable to carry out our first charge; that is, the establishment of a Public Records Office (or National Archives). This has been held up primarily because little or no public building is being authorized, and without a new building only a theoretical organization can be planned. Neither can we obtain any suitable accommodation to supplement the already over-loaded present Archives. But I share with Dr. Lamb great hopes that all this will be solved within the next few years.

I would like now to say a few words about records management. As I am sure you are all aware, operations of government have become increasingly complex in recent years. In Canada there has been a blossoming of new departments and agencies, and some dividing of the roots of old departments. There is a tendency for the new shoots to go in for greater mechanization which, though efficient in production speed and economy of labor, is likely to produce an enormous quantity of records. On the other hand, old departments tend to cling to old methods which are often obsolete and inadequate.

The desirability of having an agency concerned with appraisal of office methods and records procedure and to advise departments

and agencies thereon, has led to the recent development, as part of the Civil Service Commission, of an Organization and Methods Division. This Division examines methods and procedures, advises on how operations could be improved so as to increase efficiency and reduce overall costs. This service is provided at the request of departments and agencies who are responsible for carrying out any recommendations. A very useful part of this service has been an examination of the relevant efficiency of office equipment such as duplicating machines and so on, and suggestions as to the organization of appropriate filing systems. Recently, at the instigation of the Public Records Committee, this division has taken over preliminary examination of requests for microfilming, so that the Committee can have in front of it an informed and independent appraisal as to suitability of the material for filming and as to what benefit will accrue. It is too early to assay the value of all this work, but it is obvious that its effect on record making in the Canadian Government could be very significant.

The First Conference of Archivists, December 1909: The Beginnings of a Profession¹

By WALDO GIFFORD LELAND

*Director Emeritus, American
Council of Learned Societies*

IN December 1909, Nicolas II was Czar of all the Russias; Francis-Joseph I was Emperor and King of the Austro-Hungarian agglomeration of nationalities; William II, of the Hohenzollern line, was King of Prussia and German Kaiser; Edward VII was King of Great Britain and Ireland and of the Dominions beyond the Seas, and Emperor of India; William Howard Taft was President of the United States of America, and I was secretary of the American Historical Association. I am now the sole survivor of these historic personages.

In December 1909, the American Historical Association celebrated the 25th anniversary of its founding, with some pomp and considerable circumstance. The annual meeting was held in New York. The members of the Association were lodged in the Waldorf-Astoria, where now the Empire State Building starts to seek the stars and to intercept the air-borne traffic. A Citizens' Committee of One Hundred raised funds for the civic events attendant upon the anniversary and otherwise conditioned the metropolis for the occasion. A monster mass meeting was planned to be held in Carnegie Hall, where the historians were to be addressed by Governor Charles Evans Hughes, whose beard at that time was at the peak of its magnificence, and by President William Howard Taft, who was soothing the nerves of the nation with a movement in *adagio moderato* after the *scherzo agitato* of his predecessor. Mrs. Vanderbilt, of Fifth Avenue, had been persuaded to open her house for a reception which would enable the members of the Historical

¹ Paper read at the luncheon of the American Historical Association and the Society of American Archivists at Boston, Dec. 29, 1949. Dr. Leland, who was presented with an honorary membership in the Society of American Archivists at this meeting, is also former president of the Society of American Archivists, and former secretary of the American Historical Association.

Association to see how the Four Hundred lived, and other plans of similar magnitude and high social import were made. The membership of the Association rose by leaps and bounds, and the Executive Council would have had to sit in continuous session to elect all the new members, after passing upon their qualifications, had it not delegated those functions to the secretary who, in turn, delegated them to his assistant, Miss Patty Washington, who, happily, still performs them with efficiency and dispatch.

It was unfortunate that a heavy snowstorm prevented President Taft from making a personal appearance. At that time his living voice could not be transmitted from the White House to Carnegie Hall. It was disastrous that illness or a nervous collapse confined Mrs. Vanderbilt to her house so that she could not open it to the members of the Association as advertised. But the members enjoyed themselves, travelling back and forth in the subway between the Waldorf-Astoria, where they slept and congregated, but ate the least possible, and Columbia University, where they read and listened to papers and milled about looking for the right buildings and the right rooms. So the success of the occasion was colossal, to such a point that the Association did not return to New York for another meeting until the survivors of 1909 had died or become obsolete.

In December 1909, the president of the American Historical Association was Albert Bushnell Hart, who had trained for the annual meeting by taking his family for a trip around the world. Its first vice president was Frederick Jackson Turner, who was to succeed Hart as president; its second vice president was William M. Sloane, who would pass up one rung and be succeeded by Theodore Roosevelt. This deal had been arranged by J. Franklin Jameson, who had persuaded T.R. that the second vice presidency was not beneath his dignity, being but the first step toward the presidency. T.R. had had some experience of this sort of progression and so he wrote to Jameson, "All right. I will accept the vice-presidency and later the presidency as you suggest."² Three years later T.R. presided over the 1912 meeting of the Association in Boston, and it was his presidential address in Symphony Hall which inspired Allen Johnson to undertake his 50-volume series of *Chronicles of America*.

The master of ceremonies for the celebration was James T. Shotwell, chairman of the Program Committee, now putting the advo-

² Quoted from memory.

cates of retirement at 65 to confusion by his performance as president of the Carnegie Endowment. Shotwell felt that his operations on behalf of the program were stymied by the unreasonable demands, as he regarded them, of his Columbia colleague, Professor Seligman. Professor Seligman was chairman, if my memory is correct, of the Joint Committee on Arrangements — a Joint Committee because the American Economic Association was meeting with the historians, the economists not having as yet decided that they would do better to get off by themselves to discuss the mysteries of their science.

Finally, but *facile princeps* in the affairs of the Historical Association, was Charles Homer Haskins, Wisconsin's gift to Harvard, who was secretary of the Executive Council. Of all these, Shotwell and I are the only survivors. I recite their names, not merely as an act of piety, but to bring more vividly to mind the setting of personages as well as of events for the act with which this discourse is concerned.

That act, the First Conference of Archivists, was itself a sort of celebration, for it marked the tenth anniversary of the creation of the Public Archives Commission as a major standing committee of the Association. Set up shortly after the creation of the Historical Manuscripts Commission, which was a Jameson proposal and which Jameson directed during its early years, the Public Archives Commission is additional evidence of the importance attached by the historians, as organized in the Association, to the preservation, description, and utilization of the primary sources of American history. The existence side by side of these two standing committees indicates that the distinction between historical manuscripts and archives was roughly understood, although the publications of the Historical Manuscripts Commission included several bodies of material clearly archival in character, as, for example, the despatches of the French ministers to the United States, or the diplomatic correspondence of the Republic of Texas.

Unlike the Historical Manuscripts Commission, the Public Archives Commission did not print collections of documents. Its first efforts were directed to the preservation of the records of public offices, especially those of state, county, and municipality, and the encouragement of legislation to that end. Along with such activities of propaganda and as a part of them, the Commission secured the preparation of descriptive accounts, mostly by historian volunteers, of important bodies of records. During its first decade the Commission had published 41 reports on the archives of 30 states

and of the cities of New York and Philadelphia, as well as important bibliographical tools.

In 1909 Herman V. Ames of the University of Pennsylvania was chairman of the Commission, as he had been from its creation, and the other members were Charles M. Andrews, Clarence S. Brigham, Dunbar Rowland, Carl Russell Fish, and Victor Hugo Paltsits, who later succeeded Ames as chairman, and who, happily, is still among us, as is Clarence Brigham.

Along with the activity of the Public Archives Commission, and stimulated by it, there developed a widespread movement to assure the preservation and better administration of public records. The Department of Archives and History of Alabama was created in 1901, and that of Mississippi in 1902; public records commissions, divisions of records, central archives offices, and offices of state historians or state archivists were variously created in many states. Thus the number of persons responsible for the safe keeping and administration of public records was rapidly increasing throughout the country. For in part, at least, they were drawn from the ranks of the historians and most of them were, or became, members of the American Historical Association. Some of them had been accustomed to meet in the Conference of State and Local Historical Societies, which for several years had been a feature of the annual meetings of the Association, and which was eventually to blossom into the American Association for State and Local History.

Another activity, outside the Association, but of great interest to it, was the exploration of national archives, undertaken by the recently established Carnegie Institution of Washington, where Andrew C. McLaughlin, and since 1905, J. Franklin Jameson, had been successively directors of the Department of Historical Research. The first of these explorations, resulting in the Van Tyne and Leland *Guide to the Federal Archives*, now remarkable chiefly for its brevity, and useful as a historical document, had been directed at the archives in Washington. The operation fanned out into the preparation of a series of guides to materials for American history in the archives of Great Britain, France, Spain, the Netherlands, Germany, Switzerland, Italy, the Scandinavian countries, Canada, Mexico, and Cuba and the Lesser Antilles.

A significant byproduct of this far-flung operation was the knowledge acquired by a number of American historians of the problems and practices of archival administration in other countries, and along with such knowledge, most of the historians engaged in these investigations also developed an interest in archives *per se*.

A third contributory influence was due to the increased tempo of the long effort to bring into being a national archives establishment for the United States. The guidance of this effort by Jameson, as a function of his directorship of the Department of Historical Research in the Carnegie Institution, has been interestingly and faithfully described by Fred Shelly in a recent issue of *The American Archivist*, and I shall not repeat what has already been so well told.³ I refer to that effort, or movement as it was called, because it gave a certain point and sense of urgency to many of the discussions which were to be held in successive Conferences of Archivists, of which it was a frequently recurring *leit-motif*.

And so, in 1909, thanks to the circumstances I have described, the time was ripe for the Historical Association, through its Public Archives Commission, to sponsor an annual conference of responsible officials and interested historians devoted to matters of archival administration.

At this point I have to be regrettably personal and I admit that the idea of such a conference was one which I had formulated and held dear. So it fell to me to open the First Conference with a paper in which I tried to set the stage for what was to follow. If you permit me to quote myself, the first paragraph of that paper ran as follows:

The present assembly is the first formal gathering in America of archivists and of those deeply interested in American archives; we have come together to survey the situation, to take counsel, and to discuss those archival problems upon the proper solution of which many phases of the future development of historical studies in America are in no small measure dependent. It is to be hoped that in this and future conferences, and by means of the work to be done and the investigations to be carried on in connection therewith, there shall be laid the foundation of an archive economy, sound in principle and in practice adapted to American conditions, in conformity to which all our public archives, federal, State, county, municipal and town, and perhaps even our private archives, shall in time come to be administered.⁴

I then pointed out that we had two kinds of problems: the first, to secure adequate legislation creating and governing the administration of the archives; the second, the problems of the internal economy of the archives. As for the latter, I suggested that they dealt with such matters as housing and equipment, cleaning and repair, exhibitions, the transfer of records from their offices of

³ *American Archivist*, 12:99-130 (Apr., 1949).

⁴ Proceedings of First Annual Conference of Archivists. *Annual Report of the American Historical Association*, 1909, pp. 337-378.

origin to the general depository, the collection of other than public records, the classification of archives (and I put in a strong word for the principle of *respect des fonds*, to show that my two years in the French archives had not been wasted, and a bad note for artificial schemes of classification), the nomenclature of various series, cataloguing, and regulations for the use of archives by investigators. In conclusion I expressed the hope that in time we might be able to prepare a manual of archival practice similar to that by the Dutch archivists. As we shall see, this hope had a beginning, but only a beginning, of realization.

The next five papers of the Conference were by scholars who had taken part in the Carnegie Institution's explorations of foreign archives. Under the general title of "The Lessons of the Archives," Professor Marion Dexter Learned of the University of Pennsylvania spoke on the archives of Germany, Professor Carl Russell Fish of the University of Wisconsin on those of Italy, Professor William I. Hull of Swarthmore on those of the Netherlands, Professor William R. Shepherd of Columbia on those of Spain, and Professor Amandus Johnson of the University of Pennsylvania on those of Sweden.

Of the various "lessons" drawn from the experiences of the countries dealt with, as being of special interest to Americans, I will cite only a few.

Professor Learned spoke of the training of the German archivists. He said:

The great distinguishing feature of the State archives as contrasted with American archives is that only scientifically trained men are put in responsible positions, men who are able to carry on independent research. In all the State archives it is possible to find men who not only read the documents but know the history which they contain in a most efficient way.⁵

Of Sweden, Professor Johnson said:

The lessons to be learned from the Swedish archives and the points worthy of consideration may be summed up as follows: The convenience of the investigator is one of the first considerations in Sweden, for records are to be used, not only preserved; only trained archivists and specialists in their various departments are employed, giving efficiency in service; the access to the archives is easy, almost too much so, saving time and trouble; records are sent from one place to another, a system highly commendable; book rather than card catalogues of the manuscripts are used, in the opinion of the writer the more convenient form; official copyists are employed, who make copies at a certain standard price; the research room is well supplied with "aids," simpli-

⁵ *Id.* p. 353.

fyng the work of the student; a simple system of classification is employed, with the historical and logical systems combined, and cross references to the documents in the various groups making it easy to find any desired subject.⁶

Professor Hull, speaking of the archives of the Netherlands, emphasized the "hearty cooperation between the nation, on the one hand, and the provinces, towns and other local bodies on the other in the collection and supervision of the archives," a cooperation which was strengthened, he said, by an annual conference of archivists held at the Hague since 1894, which gave consideration to archival questions and published its proceedings in a periodical. Professor Hull also called attention to the fact "that buildings especially constructed and equipped for the purpose have been devoted in all the large towns to the exclusive preservation of their archives."⁷

The conference was concluded with a rather sombre account by Victor Paltsits, then State Historian of New York, entitled "Tragedies in New York's Public Records," in which he piled up horrible examples of how not to preserve and treat archives.

I think a conservative claim may be made for this First Conference of Archivists that it marked the formal and conscious recognition of the administration of archives as a distinct profession similar to other custodial professions, but differing from them in demands and qualifications.

This professional character was emphasized, and American recognition of it was reinforced by American participation, in the International Congress of Archivists and Librarians at Brussels in August 1910. The representatives of the United States in the archives section of the Congress were Gaillard Hunt, chief of the Manuscripts Division of the Library of Congress, who was the delegate of the Government; Dunbar Rowland, director of the Department of Archives and History of Mississippi; Arnold J. F. van Laer, archivist of the New York State Library; and the present speaker, who had by then returned to his explorations of the French archives in Paris. Of these representatives only two had had previous European experience and spoke and understood French, which was the language of the Congress. Nevertheless, a good time was had by all. The benefit of the Congress as a stimulus to the new profession, new, that is, in the United States, was brought back by Mr. van Laer in the form of an admirable report with which the Second Conference of Archivists was opened in Indianapolis in

⁶ *Id.* p. 368.

⁷ *Id.* pp. 357, 359.

1910. Mr. van Laer had long been acquainted with European archivists and archival practices and the proceedings and language of the Congress were not, to him, unfamiliar. He summarized the results of the Congress in the concluding passage of his report, which I quote in full because of its significance for future professional developments in this country:

Summing up the points in the proceedings that seem of special interest to American archivists, we may note:

First. A growing realization among the archivists of different countries of the need of cooperation in order to bring about improved and uniform methods of archive administration, which cannot fail to benefit countries which like the United States are backward with regard to archival organization.

Second. A tendency to be no longer satisfied with the exclusive care of the older records, but to make systematic efforts to preserve the modern administrative records, especially of large cities, which must necessarily bear a close resemblance to the modern records in this country and present similar problems of arrangement and indexing.

Third. A keen appreciation of the value of economic material and the springing up of an entirely new class of archives, devoted exclusively to the collection and preservation of such material.

Fourth. Practical unanimity among the archivists of continental Europe as to the importance of the adoption of the "principe de la provenance" for the arrangement of archives.

Fifth. The failure in this country to distinguish clearly between public archives and miscellaneous collections of historical manuscripts and to provide for the systematic preservation of public archives in central depositories, under the care of trained officials.

Sixth. The high degree of scholarship required in Europe for the position of archivist, and the decision of a majority of the members of the Congress in favor of an historical-literary rather than of a legal training as the best means of preparation for the archival profession.⁸

The balance of the program of the Second Conference was devoted to discussion of the concentration of state and national archives and of the problem of selecting the records which should be transferred to the central archives depository. This discussion was led by Dunbar Rowland and Gaillard Hunt, the latter having visited the principal archives of western Europe after the Brussels Congress. Mr. Hunt summarized his observations of European practices in many countries and pointed out that the Government of the United States could not be said to have developed any practices at all. Among the participants in the discussion was Mr. Rob-

⁸ Proceedings of the Second Annual Conference of Archivists. *Annual Report of the American Historical Association*, 1910, pp. 291-292.

ert D. W. Connor, of North Carolina, who stated quite simply — "I have had no experience in archival work. . . ." ⁹ During the following twenty-five years, however, he must have picked up some of the rudiments, or else, in spite of being "a good Democrat," he would hardly have been appointed to be the first Archivist of the United States. For this interesting episode, of the appointment, I refer you to the lively account which you have all read in a recent issue of *The American Archivist*.¹⁰

The Third Annual Conference of Archivists was held as part of the annual meeting of the American Historical Association in Buffalo, in December 1911.¹¹ The Conference was opened with a carefully prepared paper by Mr. van Laer on "The Lessons of the Catastrophe (the fire) in the New York State Capitol at Albany on March 28, 1911," in which he pointed out the dangers of using administrative buildings for archives depositories, the varying degrees of protection afforded by different systems of filing and storage, and the methods of dealing with problems of salvage and restoration. This account was followed by a paper of similar import by Professor Jonas Viles of the University of Missouri on "Lessons to be drawn from the Fire in the State Capitol at Jefferson City." Two other papers described the Dominion Archives of Canada at Ottawa, and the Provincial Archives of Ontario at Toronto.

The Fourth Conference of Archivists was held in Boston, where the Historical Association met in December 1912.¹² It was notable for the presentation by Victor Paltsits of a report on the "Plan and Scope of a 'Manual of Archival Economy for the Use of American Archivists'." This plan had been drawn up by Mr. Paltsits in his capacity as chairman of a special committee appointed by the Public Archives Commission, after the Third Conference. The plan called for comprehensive treatment of problems encountered in the administration of archives under 17 principal headings as follows:

- Archives in relation to government
- Adaptation of archives to public uses
- Legislation for archives
- Sites and plans for the construction of archival buildings
- Fixtures, furniture, and fittings; shelving and accessories

⁹ *Id.* p. 309.

¹⁰ *American Archivist*, 12: 323 et seq. (Oct., 1949).

¹¹ Proceedings of the Third Annual Conference of Archivists. *Annual Report of the American Historical Association*, 1911, pp. 327-363.

¹² Proceedings of the Fourth Annual Conference of Archivists. *Annual Report of the American Historical Association*, 1912, pp. 247-273.

Heating, ventilation, lighting and cleaning
 Fires: protection, insurance
 Administration: rules and regulations
 Organization of staff and other employees
 Accessions: methods
 Cataloguing: indexes, inventories, calendars, guides
 Classification: systematization and notation
 Binding, repairing and restoration
 Stationery, record paper, record inks and type-writer record ribbons: standards.
 Inter-loan methods with officials and departments
 Publication: copying, editing, printing, reproduction by photography and processes; preparation and contents of administration reports
 Archival museums and exhibits.

If anything was left out of this plan I am sure that it can now be found in the files of *The American Archivist*.

The discussion of Mr. Paltsits' plan was opened by the present speaker, who was also a member of the special committee of which Paltsits was chairman, and which had produced this comprehensive preview. I will spare you an analysis of my paper which bore the simple title of "Some Fundamental Principles in Relation to Archives." If there is any demand for it, which is not likely, it can be reprinted in *The American Archivist*, for it is not copyrighted.

Unfortunately, the plan for a manual was never realized under the auspices of the Conference of Archivists. A few drafts of chapters were presented and discussed in succeeding conferences, and the plan undoubtedly served to stimulate and systematize professional thinking. The paper read by Dunbar Rowland in the Fourth Conference bore one of the chapter headings of the proposed manual — "The Adaptation of Archives to Public Use" and, in the discussion which followed, the appearance of the future second Archivist of the United States, Dr. Solon J. Buck, is to be noted. He, however, admitted to some experience with archives.

Mr. Rowland's concluding paragraph on "The qualifications of an archivist" is commended to your appreciative attention, and I will approach the conclusion of this discourse by quoting the passage in full. This is what he said:

The idea that an archivist must be some old fossil who croons over ancient manuscripts like a miser over his gold is about as far from the true conception of what an archivist should be as an Italian garden on Como is from a stunted collection of pines on a barren hillside.¹³ The archivist should be an accom-

¹³ There seems to be an inversion of metaphor here, but the cultural influence of European travel is to be noted.

plished man of letters who has specialized in history, political science, law, and archival science. He should be a man of affairs, with something of the politician in his make-up, for appropriations are necessary to his work, and he must deal with congresses and legislatures in order to make it a success. It goes without saying that he must love his work, and have the capacity to make others realize its importance. The archivist should be a combination of the scholar, the college professor, the lawyer, the politician, and the business man, for no other profession calls for more varied talents.¹⁴

While the introverts among you ponder on this in a mood of self-examination, I have no doubt that the personnel officers and the Civil Service Commission will make the most of it.

I shall not carry this account of the Conferences of Archivists further than to remark that the Eighth Conference,¹⁵ in 1917, was devoted to War Records and to the problems created by them, problems which have increased in geometrical ratio during the last two decades, and on which I would not presume to discourse to this audience. I recall, however, that I was the co-author of a work entitled *Introduction to American Official Sources of the Economic and Social History of the World War*, which was published by the Carnegie Endowment in 1926, but after this vision of future nightmares, I had the discretion to retire to the side lines of the archival arena.

It remains for me now, in conclusion, to offer a few observations on the significance of the Conference of Archivists, the 40th anniversary of which we mark on this occasion.

I think that you will agree with my suggestion earlier in this paper that the Conference was the birthplace and cradle in America of the *profession* of archivist. Certainly, professional archivists had existed among us long before and had rendered inestimable services, but recognition of them as belonging to a profession, closely related to, but distinct from other learned and custodial professions, was an achievement of the Conference.

I think that you will also agree that American representation in the Brussels Congress of 1910 and the report on this Congress to the Second Conference greatly reinforced the professional attitude towards archives in this country, and brought to us the benefit of the longer professional experience of European archivists.

The Conference was also a means of strengthening the interest in the preservation and decent care of the public records, and it

¹⁴ *Id.* p. 272.

¹⁵ Proceedings of the Eighth Annual Conference of Archivists, *Annual Report of the American Historical Association*, 1917, p. 103-135.

helped along the numerous movements to that end in the various states and also in the nation.

I like also to think that the Conference has, by a sort of transmigration of spirit, become the Society of American Archivists, and that the journal of the Society, *The American Archivist*, continues the modest *Proceedings* of the Conference.

But the point of greatest significance is, it seems to me, that the profession of archivist is so clearly shown by the history of the Conference, to be the offspring of the ancient profession of historian. This relationship is proudly acknowledged on both sides and it is of great importance that it be maintained and strengthened. The archivist must, it is true, deal with a vast number of technical problems, but he must not, because of that necessity, become a mere technician.

The ultimate purpose of the preservation and efficient administration of the public records goes far beyond the improvement of administrative processes and the facilitation of the public business. The ultimate purpose is to make it possible for our present generation to have enduring and dependable knowledge of its past, and for future generations to have such knowledge of their past, of which our present is a part. To achieve this ultimate purpose the necessary technical and administrative processes must be controlled by the scholar, and it is in the high ideals and purposes of scholarship and in its concern for the public good that the archivist must find his motives and seek his inspiration.

Some Reference Problems of Picture Collections¹

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ARCHIVISTS are the middlemen in a very specialized field of communication — the communication of facts and ideas. The written word is one form of communication, speech is another. But there is a great difference between the two. The voice adds or modifies meaning. It determines the impact of the idea on the listener by emphasis or by the lack of it. An idea can be presented in a positive or negative manner with the aid of inflection. There are other types of communication of ideas and facts adding dimensions through the use of form, color, or movement. The sound motion picture in technicolor is, of course, a complete example of these types. The modern archivist deals with all these types: textual documents representing the written word; sound recordings representing the spoken word; the pictorial record and motion picture representing form, movement, and color. With each additional dimension given to the basic fact or idea, additional problems present themselves to the archivist. These problems, however, are balanced by the pleasure that he derives from a more varied medium.

One of the more enjoyable phases of archival work lies in the management of photographic or pictorial records. Not only do such materials stimulate the mind, an advantage that is shared with paper records, but pictorial records also delight the eye. The photograph adds emotional content to the facts shown. Paper records may tell us that a certain Civil War gun factory covered 12,000 square feet of space, employed one hundred men, and produced ten guns per month. We know from pictures that the building looked rather forbidding, but that pickaninnies played in its shade. Washerwomen in voluminous skirts, the laundry basket carried firmly on the head, passed the factory daily on the way to work. The harbor was clearly visible from the windows and the workers

¹ Paper read at the annual meeting of the Society of American Archivists held in Quebec, Canada, September 20, 1949. The author was then at the National Archives.

could watch the activities on the gun boats, the schooners, and the transports.

Maybe these minutiae of daily living do not change the interpretation of history materially, but they give this interpretation a life and a warmth that the mere citation of statistics lacks. Not all pictorial records are so purely auxiliary as this sample might indicate. At the National Archives there are series of photographs taken during the exploration of the West after 1860, documenting systematically the new territory, its possibilities for continental transportation and for agricultural or mining operations. Other photographic and pictorial files document American military activities from the period of the Revolution to the present. There are other types of photographic records of more immediate use, such as construction views of ships and planes, of military installations, of housing projects, that are constantly consulted for reference in new construction activities.

All this sounds as if photographic records were all neatly arranged by large subjects. Nothing could be more misleading. The fact that photographs are records, has not always been appreciated. Where fiscal records were usually retained in proper files because of their legal aspects, where treaties and agreements were carefully preserved for historical and political reference, photographs were in most cases considered interesting but marginal records. If they were beautiful, they found their way frequently into private hands. Not until the period of World War I was the record value of photographs generally recognized. Although many photographic records had been created prior to that time, they were not often preserved in a cohesive form, but were scattered in library corners or miscellaneous reference files. An additional hazard, inherent in the photographic file, added to this diffusion. Negatives without proper identification were kept in one place, usually in a laboratory, while the corresponding prints were located in an office or a library and were not properly coordinated with the negatives. In this manner they soon lost all relation to each other. Often any information concerning the origin of either negatives or prints was thus completely lost, together with a good deal of identifying matter. Many early files were also very miscellaneous in character and represented remnants of various activities of one agency covering many decades. Modern photographic records, on the other hand, are for the most part homogeneous and their content is predictable from the knowledge of the agency's functions. It is one of the most interesting features of the archivist's job, however, to trace the fate of lost

negatives or prints, or to re-establish the remaining photographic records with the proper activity of the creating agency seven or eight decades ago.

The function of an archivist is, of course, not just to preserve and to gloat over the fascinating items under his care. The maintenance of technical records is an expensive business and archival work on photographic and sound records belongs in the luxury class of research facilities. Therefore storage and maintenance activities on these records are not warranted unless they contain research, administrative, and social utility.

It is therefore the duty of the archivist to make these records freely available to the historian, the sociologist, the publicist, the manufacturer and designer, as well as to John and Jane Doe, who want a picture of their grandfather as a Colonel in the Civil War. Archives, whether paper records, sound recordings, still or motion pictures, should be working capital and not inactive currency stuffed in a mattress or buried in a vault. We are not mausoleum attendants but public servants.

The types of reference help requested from technical records personnel are three-fold. These are also multiplied by the dimensions added by these records to the written word.

The first and of course the largest number of requests are subject requests. The field that the custodian of photographs is asked to document is only as large as the universe. The present trend is toward visual transmission of facts, ideas, and points of view. This is clearly discernible in the development of picture magazines such as "Life" and "Look," in the publication of pictorial histories of the United States that are so popular at the present time, as well as in the creation of training and propaganda films that are used so widely in military, industrial, and educational fields. This trend has created within the last decade an enormous demand for photographic records. Reference requests for such records will therefore range all the way from the picture of a propeller shaft on a certain submarine to a general request for pictures illustrating the growth of the social frontier in the Southwest; from a picture showing the earliest use of a "Bell" telephone to a series of comparative pictures showing the progress of soil erosion in Colorado during the last six decades; and from a picture of "sastrugi" ice in the Antarctic to a series of pictures showing the development of surgical practices on battlefields in all wars fought by the United States. This variety of requests is probably received by few institutions outside of the National Archives, and smaller archival depositories

may not have such a problem. But on a smaller or larger scale it is present wherever hopeful searchers expect to find photographs.

The next two types of reference requests received, pertain to the history of the medium and to its technical aspects. Paper records custodians will usually not be asked who made the paper, what type of ink was used, or how this ink got on to the paper. But the technical records custodian has to cope with all these phases relating to the medium with which he works. The most frequent type of request in this category pertains to the history of the medium irrespective of the subject matter. Typical questions asked are: Who was this photographer Brady who took so many Civil War views? Did he work for the Government? Who took the photographs on the Wheeler Expedition in 1871? What other work did O'Sullivan do, and where can I find other photographs made by him? The historical aspects of photography have not been thoroughly developed. One of our few reliable guides in this matter is Robert Taft's *Photography and the American Scene*. But the field covered by Mr. Taft is so large, that many lacunae remain to be filled. Little effort in this field has been made, and custodians of photographs often do not realize the value of photographs as historical objects in themselves. In small historical establishments there are many collections firmly glued in large volumes, so that any information about the photographer, that may be available on the back of the print, is forever lost. The study of the early practitioners of the photographic art is a most rewarding part of the archivist's work.

The third and last type of reference request met by the custodian of photographic records is for technical information. Were these photographs made by wet-plate or dry-plate processes? How long did it take to expose this photograph made in 1865? What was the sepia process used on these early pictures or why are salt prints often lavender in tone? Of course the archivist is often stumped by these questions. At the National Archives we are slowly gathering a body of knowledge on early techniques, so that eventually it will be able to give satisfactory answers.

The criterion of good reference work is "Service." Reference work on technical records differs greatly from reference works in libraries. For the most part only the archivist can find his way through the labyrinth of photographic records and he will therefore do the searching, whereas in libraries the reference work is a process of guiding the searcher to suitable material. Service on

photographic records requires a considerable amount of mental agility on the part of the archivist. Some technical knowledge in the medium is also necessary, as well as a high degree of historical knowledge and integrity.

As an example, let us take a searcher who wishes pictorial documentation of the social development of the frontier. He may come to the archivist with little knowledge of the type of material available to him, although he has in his mind an "ideal picture" of what he wants. He is also unacquainted with the medium and does not know what will be suitable for best effect in his publication. The archivist must first be able to understand thoroughly the searcher's thesis with all its minute ramifications. He also must understand clearly whether factual documentation or interpretive treatment is desired. The archivist must then select the records for subject matter, for ideological slant, and at the same time come as close to the "mental image" furnished by the searcher as it is possible to do. It is just in this matter of selection that the mental agility of the archivist enters into the search. In technical records divisions at the National Archives where *all* the pertinent records of *all* agencies are deposited, the number of items and even the number of files is so immense and their character so varied, that no detailed and accurate description exists. The cataloging of photographs is possible only with small and select series. For large bodies of photographs, cataloging is much too expensive and time-consuming. The subject content of many photographs is so rich, that an excessive amount of cross-references would be necessary to do them justice. The number of persons needed to catalog the million and a half pictures in the National Archives would surely form one of those famous lines, so dear to statisticians, stretching from Quebec to Washington. The archivist must therefore do without a catalog. He must, in pursuing the search on the social frontier which we are using as an example, look under agricultural records for early farming machinery and sod houses, under Navy records for vessels plying the Western coast, under Army records for corduroy roads and frontier posts, and under Interior Department records for pictures of land claims shacks. The archivist will have to visualize in how many ways Federal Government activities may have touched on this phase of the search and how these activities shifted from one Government agency to another in different periods of our history. He must know, for example, that exploration records for the period prior to the 1870's will be found in the records of the Corps of Engineers and the Navy Department but that for similar explora-

tions in a later period he must also consult the records of the Interior Department.

Now that the archivist's mental agility is — I hope — amply demonstrated, it is necessary to return to the search in question. After the selection of the best views is completed, the reference person must decide which of these pictures will reproduce well and tell the story best; whether cropping is indicated, or whether special methods of reproduction, such as the use of filters, may make a faded photograph usable.

Then follows one of the most important tasks of archival reference. The picture must be provided with historically adequate and correct identification. The searcher is apt to place infinite trust in the information provided by the archivist. The data given on early pictorial and photographic records are often sketchy and sometimes wrong. Some research is frequently necessary to date the photograph from internal evidence, to identify personalities from printed or manuscript sources, or to determine definitely the location of a fort or settlement with the help of early maps or other descriptive materials. It has happened that misleading photographs have been included in scholarly volumes, the pictures not being of the time or the locality described in the captions. The inclusion of such photographs will throw doubt on the veracity or the thoroughness of the research contained in the publication. It is the duty of the custodian of photographic records to keep the searcher from such pitfalls. The layman does not have the pictorial knowledge to avoid them without assistance.

Considering the three types of reference requests discussed previously and the comprehensive service needed to answer such requests, it seems absolutely necessary that a large body of reference tools should be available to the archivist. There should be lists, indexes, and catalogs of our own holdings as well as of the holdings in other archival agencies and libraries. There is need for historical and technical books on photography as well as reference books on innumerable subjects which the archivist can use for background research. The sad fact is, as you all know, that few of these tools exist.

Some of the difficulties of cataloging large bodies of photographs have been pointed out. The same difficulties hold true for indexes and lists. Such as are found occasionally are for small specific bodies of photographs and are an exception rather than the rule. As for historical books on photography — these for the most part have not been written.

What would the custodian of photographic records like to have, or, let us say, settle for? He would first like to have control over his own holdings. If lack of time and personnel prevents the preparation of catalogs and detailed indexes, at least checklists of photographic series might be feasible. He would also like to know something about the character of "live" files, now in existence in Government agencies. Within the last two decades the development of information programs in all major Government agencies has resulted in the retention of much historical material by those agencies. The contents of these historical files should be known to the archivist. At the present time such knowledge can be gained only through the archivist's own curiosity and on his own initiative. More should also be known about the pictorial holdings in county and state libraries, and in historical or archival institutions. Often collections in these institutions are small and varied and their diversity discourages the custodian or the librarian from preparing descriptions. There should be no reason for hesitancy where homogeneous subject collections have been assembled such as pictures of the cattle industry, the shipping industry, or the railroad industry. Finally, information on photo-historical material should be made available. We should be able to piece together the location of photographs made by certain early photographers, or to gather data on early photographic activities in certain regions. All this information is in our individual possession, but no effort has been made to share it with others by means of publication.

There are several reasons for this lack of interchange. We all, like Ko-Ko, the High Executioner in the "Mikado," "*have a little list.*" But many of these lists never see the light of day. Many librarians and archivists suffer from an excess of conscientiousness. They find it difficult to handle the listing of photographs or photographic data to their complete satisfaction and according to the highest standard of library and archives training. But we are faced with such a drought of reference aids that I firmly believe that we should surrender the ideal and lower our standards to the practical.

Another reason for the lack of information is one that is found in many new fields. This is the reluctance to give to our more indolent colleagues knowledge that has been gathered with much difficulty and personal effort. We think of such information as our professional stock-in-trade. If we all pooled our little fragments of information, however, we would soon receive more in return than we individually contributed. In pooling our information, we would also find out which fields were still *terrae incognitae* and we

could then concentrate our combined efforts toward the unknown, instead of duplicating ineffectively our own individual research.

One handicap to publication, however, is not of our own making. The fact is, that technical records personnel are usually among the first to suffer from budgetary retrenchments or from chronic financial anemia. The reason for this is two fold. Many of the administrators in Government, business, library, and archival institutions, are still not fully convinced of the permanent value of technical records. They consider them "Johnny-come-latelies" and not on par with good "sound" paper documents. Therefore, when the administrator is faced with a budget cut, he will curtail those activities that he considers marginal. The second motivation for keeping down activities on technical records is that their maintenance is expensive and involves laboratory equipment, technical personnel, and special problems of storage and safety. Therefore work on technical records is so concentrated that the archivist has to "double in brass" and see to maintenance, safety, and special technical processes, and therefore rarely has the leisure and the concentration necessary for descriptive materials or for publication.

The last deterrent to publication for many of us has been the lack of an outlet. Library publications do not reach many of us in the archival field and the reverse is probably true. But it occurs to me that we might find a small forum in the News Notes section of *The American Archivist*. In these News Notes there already have been occasional nuggets of information on special holdings in our field. The format of the News Notes is not suitable for long lists, but it is adequate for much general descriptive information. This has not been discussed with the editors, but it is certain that they would not deny us some space for our specific needs.

In conclusion, it seems appropriate to repeat briefly what was said in the beginning. Technical records present their own problems; these are lack of cohesion, lack of reference tools, and lack of background information pertaining to them. Yet they repay our efforts with pleasures peculiar to them, and their obscurities give us a chance to play Sherlock Holmes to a greater degree than other archivists enjoy.

"Quick, Watson, the hand lens."

The Maintenance of Microfilm Files

By DANIEL F. NOLL

*Society of American Archivists
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IN spite of many advantages, it must be recognized that microfilm is a more delicate record medium than paper. Brittle film is easily broken; it can be scratched readily in normal reference use; it is probably more susceptible to damage from excess moisture in the atmosphere than paper. Many of these hazards are the result of the miniature size of the document image. A scratch or small spot of mold that is scarcely noticeable on a paper record might seriously impair the legibility of a microfilm image. A small particle of grit on the optical flats of the reading machine may cause a serious scratch through thousands of microphotographic images. Although film that has been immersed in flood waters for days can be restored to usable condition more readily than paper records, the major hazard to microfilm records appears to be the growth of molds or fungi favored by slight excesses of moisture in the atmosphere. In parts of the country where the climate is generally damp, the life-expectancy of film records will be shortened compared to films stored where the climate is reasonably dry. Climatic conditions that promote the growth of mold or mildew on book bindings will also cause mold on film. It must be remembered that the photographic image is contained on the film in a layer of gelatin, the same substance used by bacteriologists to cultivate micro-organic growths. The miniature reproductions of records on film may be irreparably damaged by moisture-favored micro-organisms feeding on this gelatin. Such damage is not confined to one or two images, as in the case of broken film, but it may spread to an entire collection of films involving thousands, if not millions, of images.

The foregoing is not intended to arouse doubts as to the practicability of using microfilm for the preservation of long-term records, but to emphasize that prolonged exposure to excess humidity is a greater hazard to film than excessive dryness. The few known cases of film damage seem to have been caused by fear of brittle film and an excess zeal to provide moisture when it was not needed. A better understanding of the atmospheric conditions required for

maximum life-expectancy will simplify the problems of selecting adequate facilities and equipment for film storage.

* * * * *

According to the National Bureau of Standards, the optimum atmospheric conditions for the storage of microfilms are the same as those for paper records — 70° to 80° F., and 50 percent relative humidity. Where the film can be stored in "air-conditioned" space, these requirements are satisfied for all practical purposes. Where the entire room is not air-conditioned, a cabinet specifically designed for microfilm storage is sometimes equipped with a tray for chemicals or other devices intended to make the humidity of the air inside the cabinet independent of the room atmosphere. The efficacy of these devices has been questioned in recent years, until today there are two schools of thought on this subject. One holds that such cabinets should be provided with some method of controlling the humidity; the other holds that in most parts of the continental United States such devices not only add unnecessarily to the cost of the storage cabinets, but through improper maintenance, increase the probability of excess humidity for sustained periods of time.

In the early 1940's, most microfilm storage cabinets were constructed with a drawer less than two inches deep, in which a saturated solution of sodium dichromate crystals was maintained in a shallow tray. Above this small drawer, there were usually nine drawers, approximately four inches deep, for the storage of the microfilm rolls. Some cabinet manufacturers furnished a porous block or slab of sandstone in place of the sodium dichromate crystals. This avoided the splashing and overflowing of solutions common where the sodium dichromate method was used, but it provided only a one-way method of increasing the moisture in the cabinet by evaporation in the winter months. The porous block was not effective in reducing the humidity in the summer months when the outside atmosphere usually exceeded the 50 percent optimum.

In theory, at least, the sodium dichromate would provide a two-way control. When the solutions are properly maintained to insure the presence of some undissolved crystals, moisture will evaporate from the solution if the relative humidity falls below 51 percent; and, conversely, moisture will be absorbed whenever the humidity rises above that point.

In practice, however, both systems depended for their success on the care and intelligence with which the devices were maintained.

Attendants added water to the porous blocks in the middle of a humid summer or they added water to the sodium dichromate tray long after the last crystal had been dissolved. Since there were cracks around all edges of the drawer-front, the outside air leaked into the cabinet, placing an additional burden on any remaining undissolved crystals. In time, the overflowing solution corroded the sliding drawer so that it could no longer be opened and all attempts at maintenance were abandoned.

About 1946 one cabinet manufacturer designed a film storage cabinet containing, in addition to the nine drawers for film storage, a drawer of equal depth in which could be placed a series of containers for the sodium dichromate crystals. All drawer openings were faced with rubber gaskets to provide a reasonably air-tight seal, and the film-storage drawers were designed to permit maximum circulation of air within the cabinet. Where the storage cabinet is to be used in air-conditioned space, a standard film storage drawer may be supplied in place of the drawer for the humidifying chemicals, increasing the film storage capacity about 10 percent over the standard 9-drawer unit.

Since other manufacturers have announced their intention of discontinuing attempts to supply "humidified" microfilm storage cabinets, the purchaser must choose between a cabinet with or without provisions for humidity control. The decision will depend largely on the answers to the following questions:

1. Do local climatic conditions appear to warrant control of humidity in each film storage cabinet?
2. Will it be possible to maintain the desired percentage of relative humidity over a period of years?

If difficulty is experienced each summer in your locality with the formation of mildew on the bindings of books and leather goods, the answer to the first question would be that some form of protection for valuable film records against excessive moisture should be provided. Although it might be argued that the life-expectancy of paper records is equally affected by excess moisture, the fact is that the added cost of storage cabinets with an adequate humidifying device is small compared to the cost of providing equal protection for paper records.

If climatic conditions appear to warrant the extra protection of the humidified cabinet, proper maintenance must also be provided. One large user of the new type of humidified cabinets has simplified the maintenance problem by establishing a rule that water should

never be added to the crystals by the attendant. The chemicals are simply permitted to absorb excess moisture from the atmosphere. This provides, initially, a one-way correction — reduction of the moisture during the summer to 51 percent. The moisture thus absorbed may not be sufficient to correct fully for moisture deficiency in the winter months, but it does afford protection against the greater hazard of excess humidity. When water is never added by the attendant, the use of sodium dichromate might more properly be termed a “de-humidifying” process. There is no danger, however, since the absorption of moisture by the crystals stops at 51 percent relative humidity. It simply avoids complete failure of control of moisture in *both* directions, which would result if all the crystals were completely dissolved.

The maintenance of the chemicals in a manner that will insure full control of moisture *in both directions*, however, should not be difficult, provided water is added sparingly; fresh chemicals are added when needed; the containers for the chemicals are deep enough. Perhaps the most important point to be impressed on the persons responsible for maintenance is that the natural excess of moisture when the humidity exceeds 51 percent will furnish most of the water requirements. A quarter inch of water will usually be sufficient when a fresh supply of chemicals is placed in the containers.

* * * * *

Whether the microfilms are stored in air-conditioned space, in humidified cabinets, or without any attempt at humidity correction, the films should be examined periodically for any of the following conditions: unusual odors, mildew or mold, rusty spools, discolored or faded images, buckled film or fluted edges, brittle film, and dust or fine powdery substances.

The causes of many of the above conditions are of such technical nature that their determination should be left to competent photographic chemists or physicists. To most photographic technicians, for example, the distinct odor of “hypo” is easily recognizable. Its presence in a microfilm storage cabinet may indicate that some of the film may not have been thoroughly enough washed. The photographic images on such films may not only be fading, but there is also the possibility that these rolls containing an excess of hypo may be a source of contamination for films that had been satisfactorily processed in the first instance. With modern microfilm processed in laboratories with well-established systems of control, ex-

cess hypo is highly unlikely. Some otherwise well-appointed laboratories have been known to store their master negatives close to chemical-mixing rooms and film processors. An alert technician will recognize that, if the odor of hypo can be detected in the film storage room, there is a very real danger of recontamination of adequately processed film. Mold, mildew, rust, and most of the other results of excess moisture are usually easily recognized. A good test for brittle film is to bend the film two to six times, without actually creasing at the fold. If the film breaks easily, it is too dry and should be reconditioned.

The frequency and extent of the periodic inspection of the film will depend on the following factors: the importance of the microfilm records; the existence of duplicate film copies; the frequency of normal reference or other use; and the conditions of film storage. The great bulk of the film produced by banks and department stores in connection with current accounting procedures is probably rarely consulted after a year or two. The same is true of some substantial accumulations of film in Government agencies. No elaborate procedure for the inspection of such films is recommended. They should, rather, be disposed of as frequently as similar records in the bulkier paper form. When the records are of long term, but not permanent value, films should be inspected about once every year. This might be on a sampling basis of one roll from each drawer of a microfilm storage cabinet, but a ten percent sampling would be preferred. If trouble is detected, all rolls in a film collection may have to be inspected by a competent technician. When the records are of genuinely permanent value, there will usually be two film copies, the master negative and a "working" or reference copy in the form of a duplicate negative or positive film print. It is recommended that the master negative be deposited where it will be stored under rigidly controlled conditions. Annual inspection of the reference film is still recommended on a minimum sampling basis, unless frequent use of the film would reveal significant changes in the film's condition.

When the reference use made of the microfilm is insufficient to warrant the cost of duplicate film, the custodian should be doubly alert. He must be on guard against damage to the microfilm in normal reference use and he must bear in mind that the effects of adverse atmospheric conditions are often more serious if the microfilms are *infrequently* consulted. In either case, annual examination of the film files is strongly urged.

The detection of physical or chemical changes in the film is not the only purpose of the periodic inspection. Since a roll of film, small enough to fit the palm of the hand, may represent as many as five large volumes of court records or three-fourths of a drawer of correspondence files, the misfiling of a single roll may result in the temporary loss of a substantial number of records. The periodic inspection offers a good opportunity for checking on the following additional points: (1) are the labels on the drawer front correct? (2) are the rolls in proper sequence within each drawer? (3) have any of the rolls been "charged out" for an unreasonable length of time? (4) are any of the film records eligible for disposal? (5) are carton labels coming loose? (6) should chemicals be replenished? (If humidified cabinets are used.) (7) are the film storage cabinets too close to radiators or exposed to direct sunshine which might cause high temperatures in the summer months? (8) are the film storage cabinets located directly under water or steam pipes which might develop leaks?

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Cartographic and Related Records: What Are They, How Have They Been Produced and What Are Problems of Their Admin- istration?¹

By HERMAN R. FRIIS

The National Archives

WHEN the Babylonian owner of a tract of land in about 2500 B. C. measured and then inscribed on a clay tablet the extent of his domain, its shape, size, and use, he made a record, a permanent cartographic record. It was accomplished in order to record the status and extent of ownership of a mappable portion of the earth's surface at a given moment in history. From that day to now this record has had historical, as indeed it may also be said to have had legal and administrative value, because it is a graphic record of title to land and its mode of ownership. That this particular form of cartographic record was preserved to posterity is an accident, as indeed so has it largely been an accident or fortunate happenstance that those records created prior to modern records management have been preserved. This record was created during the beginnings of cartography; subsequent records of exploration, settlement and use of the terraqueous surface of the earth

¹ The views expressed in this paper cannot be said to be the official views of the National Archives and Records Service, although they are largely the product of some twelve years experience with the cartographic and related records problem of the Federal Government generally, and of visits to state and local archives, records, and library units in the United States and Canada, as well as archives and public records offices in India, China, and Japan. Miss Laura E. Kelsay of the Cartographic Records Branch has contributed materially to this paper, both in research and in the parts having to do with arrangement and description. The writer is particularly indebted to W. L. G. Joerg, Chief, Cartographic Records Branch, for frequent opportunities to "ventilate" ideas, and for many helpful suggestions. Similarly helpful have been discussions with O. W. Holmes, Director, Natural Resources Records Division, J. Fred Winkler and Miss Josephine W. Kelley of the Cartographic Records Branch, and W. Neil Franklin, Chief, General Reference Branch, all of the National Archives and Records Service.

and knowledge of the atmosphere likewise have found expression in the cartographic medium.

This is not the place to discuss the history of map-making and map-using, for this has been accomplished with admirable success by several recent writers.² A few remarks, however, with respect to the growth and development of cartography in the United States may serve to point up the complex problems involved.

Cartographic and related records officially created in the United States during the colonial period were closely related to land ownership and use by the colonists or settlers on the one hand and the Mother Country on the other. Then, too, maps of the terrain were made for the use of or in cooperation with military activities. The colonial (later state) and minor civil division boundaries were surveyed and maps were made, fortified sites were measured and mapped, a few harbors were sounded and mapped, and tracts of private property were surveyed and mapped to show the metes and bounds and even the details of the terrain, including the location of the settlers houses, the roads, and the land-use patterns.³ Often several manuscript copies were made and, in most instances, one or perhaps all copies of the resulting surveys and maps were sent to the Mother Country as records.⁴ These maps were compiled from a very few sources. Therefore the records problem was relatively simple. Few of these "permanent records" remain, and many of them are fugitive records.⁵

² A few of the excellent sources are the following: Lloyd A. Brown, *The Story of Maps*. Boston, 1949. 397 pp.; Walter Thiele, *Official Map Publications*. Chicago, 1938. 356 pp.; Raye R. Platt, "Milestones in American Cartography," *Proceedings of the Eighth American Scientific Congress*, 9:55-63 (1943); Erwin Raisz, "Outline and History of American Cartography," *Isis*, 26:373-391 (1937); George M. Wheeler, "III. Government Land and Marine Surveys. Origin, Organization, Functions, History, and Progress." *Report Upon the Third International Geographical Congress . . . Venice, Italy, 1881*. Washington, 1885. See pp. 76-569; and Herbert G. Fordham, *Maps, Their History, Characteristics and Uses*. Cambridge, 1927. 83 pp.

³ Recently historical societies, institutions and individuals having collections of such maps and related items have prepared and published descriptive lists covering them. A few of these are as follows: Randolph G. Adams, *British Headquarters Maps and Sketches Used by Sir Henry Clinton while in Command of the British Forces Operating in North America*. Ann Arbor, 1928. 144 pp.; Newberry Library, *List of Manuscript Maps in the Edward E. Ayer Collection*. Chicago, 1927. 101 pp.; Justin Winsor, *Narrative and Critical History of America*. Boston and New York, 1884-89. 8 vols.; and Lloyd H. Brown, "Manuscript Maps in the W. L. Clements Library," *The American Neptune*, 1:1-8 (1941).

⁴ An example of sources listing these is: Waldo G. Leland, "Classified List of Manuscript Maps Relating to North America and the West Indies (in Bibliothèque Nationale, Département des imprimés, cartes et plans)," *Guide to Materials for American History in the Libraries and Archives of Paris*. Washington, 1932. pp. 221-237.

⁵ One of the best sources on this subject is: Randolph G. Adams, "The Character and Extent of Fugitive Archival Material," *The American Archivist*, 2:85-96 (1939).

Since 1783, the United States has mapped and then exploited each successive acquisition of the Public Domain.⁶ Mapping has been a kind of inventory. The exploitation that has followed and continued to this day has taken on an infinite variety of forms. Among the most significant, of course, have been settlement, rights-of-way across the land, rights to the extractive resources, rights to exchange, increase, or decrease the holdings of property, and, significantly, the rights of the Federal, State and local Governments to require an accounting as well as to maintain an accounting (a record) of the manner of land-use and returns therefrom. Through the years the patterns of these exploitations have become more complex. The Federal and State Governments, particularly during the present century, have greatly increased their services to the people in such fields as soil conservation, forest resources, highways and roads, water resources, civic planning, agricultural readjustment, censuses, mineral resources, civil works (such as river and harbor improvements), reclamation, and even resettlement of segments of the population. In each instance this has required extensive mapping programs, many of the maps created being but temporary records, *but nevertheless records*. Then, too, the State and local Governments have been required to create and maintain cartographic and related records on a great many subjects affecting property, its use and ownership, as well as local planning.⁷ Such records now exist in surprisingly large quantities, plaguing the conscience as well as patience of the more enterprising and alert custodial personnel and frustrating a public that demands service, but sometimes finds a "well-mismanaged" mass of records that often has grown beyond its usefulness.

The volume and diverse nature of cartographic and related records produced during the past twenty years almost defies imagination. This is, of course, not so true in smaller administrative units in the United States as it is in the Federal and State Governments. The rapid progress made in a more understanding and intensive use of our physical landscape, through the development of power proj-

⁶ See sources in footnote 13.

⁷ A few of the rather large number of sources are: J. Walter Ackerman, "Tax Maps and Their Value to a Community." *Proceedings of the Seventh Conference of local Assessors and Fourteenth State Tax Commission*. pp. 25-29. New York, 1930; Edward M. Deering, "Preparing Permanent Assessment Maps." *American City*. June 1921, pp. 595-597; Vernon W. Flynt, "Tax Mapping a City and County." *Popular Government*, October 1936. pp. 3, 6; Alden Wells, "Property Maps—Their Preparation, Use and Cost," *American City*, September, 1928, pp. 108-110; and "Construction and Use of Tax Maps." *Assessment Practice Series* No. 1, pp. 1-51. Chicago, 1935.

ects, the country-wide survey and appraisal of land-use and of crop production, reforestation, the growth, as well as complex pattern, of urban and rural planning, the detailed and systematic appraisal of property, and numerous other activities, has required the creation and maintenance of a most intricate and exact record — the map and its accessorial data.

Accumulating, often as heterogeneous masses of records of numerous different sizes and shapes, they have long taxed the patience of archivists and frequently have become fugitive records. In libraries, records depositories and archives maps have sometimes been described as step-children in the family of records. This situation has grown out of the lack of a consistent and clear-cut policy with respect to the identification and description of records. Maps and similar records have become step-children primarily because they are often large, are folded, are awkward to handle, or just don't match the standard patterns cut for textual records.⁸ Consequently, in the past, many records officers and "keepers of the records" have spoken of "those outsize"⁹ or oversize or special items and forthwith have relegated them to oblivion, that is, to attics, closets, tops of cases or cabinets, cardboard or metal tubes, in short, "out-of-order" and often not findable when urgently needed.¹⁰ The fallacy is, of course, very easy to fall into, for these records have been considered on the basis of their physical form rather than on the basis of their content, purpose, and origin. A careful, qualified records officer or archivist first treats all records in terms of their content and, only incidentally, in terms of their physical shape or form. Any records program that would do otherwise appears inconsistent and does grave injustice to the profession.

An examination of foreign as well as United States publications dealing with records and archives reveals little discussion and thinking on the subject of cartographic and related records.¹¹ Therefore

⁸ Clara Egli LeGear, *Maps: Their Care, Repair and Preservation in Libraries*. Washington, Library of Congress, 1949. 46 pp. See pp. vii-viii; Lloyd A. Brown, *Notes on the Care and Cataloguing of Old Maps*. Windham, Connecticut, 1941. 110 pp. See pp. 17-19; Albert H. Schneider, *Observations on Filing Real Estate Maps*. Arcadia, California, 1944. Reprinted in *Illinois Libraries*, 26: 340-342 (1944).

⁹ Hilary Jenkinson, *A Manual of Archive Administration*. London, 1937. 256 pp. See pp. 6 and 54-55; Charles Johnson, *The Care and Management of Archives*. London, 1919. 47 pp. See p. 37.

¹⁰ Surveys of cartographic and related records of the Federal Government by the writer during the past twelve years have given ample evidence of these conditions.

¹¹ The following representative recent sources on archives and records reveal very little on the subject of cartographic records: Hilary Jenkinson, *op. cit.*; Pio Pecchiai, *Manuale Pratico per gli Archivisti*. Milano, 1928. 567 pp.; S. Muller, J. A. Feith, and R. Fruin, *Manual for the Arrangement and Description of Archives*. Translated from

it is to library literature that we must turn for helpful hints, although even this source is not adequate, because the librarian's functions and problems are essentially different.

Because the mappable earth's surface as well as its sub-surface are involved, maps have been made in considerable profusion, on many different scales, in many different shapes and sizes, and, significantly, for an infinite number of subjects expressed as content, it is obvious that many will have permanent or temporary legal, administrative, and historical or research value precisely as do textual, photographic, and other records. Though in their physical associations and purpose, cartographic and related records may be an inseparable part of textual, photographic, and other records, they very often are compiled, issued, and used as a separate individual unit or in a series. It is this latter category, the separable maps, that are the bogeys in records administration. As time moves on and "we live more thick," the volume and details of the cartographic records are bound to increase and the problems of their management will become more complex. The present is not too soon to initiate and develop a cartographic records program.

Cartographic and related records, therefore, ought to engage our immediate attention along three broad fronts: (1) What are they and how have they been created? (2) What are essential ingredients of a functioning cartographic and related records program in the creating or using agency and what is the role of the records officer with respect thereto? (3) What are essential ingredients of a functioning cartographic and related records program in Federal, State, and local archives, and what is the role of the geographer-archivist with respect thereto?

Because there is no prototype to serve as a basis for all records management and archival activities, the discussion in Parts I, II and III of this paper is supplemented by footnote references to sources that should be of assistance, often in a special way, to the records officer and archivist.

the Dutch by Arthur H. Leavitt. New York, 1940. 225 pp.; H. G. T. Christopher, *Palaeography and Archives*. London, 1938. 216 pp.; Eugenio Casanova, *Archivistica*. Siena, 1928. 533 pp.; Franz von Löher, *Archivlehre*. Paderborn, 1890. 490 pp. See pp. 360-362; Charles Johnson, *op. cit.*; Netherlands, Rijksarchief, *The General State Archives and Their Contents*. The Hague, 1932. See p. 9; and G. Herbert Fowler, "Maps." British Records Association, Technical Section, *Bulletin* 4, pp. 1-7 (January 1939). Two of the most interesting general sources are: Hans Beschorner, "Risse und Karten in den Archiven," pp. 20-35 of *Archivstudien zum Siebzigsten Geburtstage von Woldemar Lippert*. Dresden, 1931. 265 pp.; and R. D. Baart de la Faille, "De behandeling van kaarten in onze archieven," *Nederlandsch Archievenblad*, 39: 154-170 (1931-32). Additional references are included in sources listed in subsequent footnotes.

I. WHAT ARE CARTOGRAPHIC AND RELATED RECORDS?

Stated very simply, *cartographic records are maps*.¹² As such, they fall naturally into two principal groups: (1) Those that are an attempt by man, on the basis of field surveys, to delineate accurately on a plane surface through the medium of colors, symbols, conventional lines and the like corresponding selected elements of the physical and cultural landscapes in the precise geometric relationship in which they appear on the identical portion of the earth's surface. A topographic map and a hydrographic chart are excellent examples of such an attempt.¹³ (2) Those that are an attempt by man to delineate accurately on a plane surface selected subjects essentially of a descriptive, statistical and other than field survey origin. A map showing the distribution of linguistic types and a cartogram or diagrammatic map showing statistical data distributed by area are good examples of this type.¹⁴ In addition, cartographic records include globes, physiographic diagrams, geological maps, weather maps, third-dimensional forms (such as plaster, Vinylite, sponge-rubber, and similar relief models), and photomaps.¹⁵

In preparing the cartographic record, man may use a few or a considerable number of different sources and techniques, depending upon the purpose for which the subject map is intended. In the instance of (1) above these sources may include detailed surveys of the land or water surface, a mathematically precise determination

¹² For definition and description see: Charles H. Deetz, "Cartography." Coast and Geodetic Survey, *Special Publication* No. 205. Washington, 1936. 82 pp. See pp. 1-2; Erwin Raisz, *General Cartography*. New York, 1948. 2nd edition. 354 pp. See Parts 2 and 3; Max Eckert, *Kartographie; ihre Aufgaben, und Bedeutung für die Kultur der Gegenwart*. Berlin, 1939. 437 pp.; David Greenwood, *Down to Earth: Mapping for Everybody*. New York, 1944. 262 pp.; Charles H. Deetz and Oscar S. Adams, "Elements of Map Projection with Applications to Map and Chart Construction." Coast and Geodetic Survey, *Special Publication* No. 68. Washington, 1938. 200 pp. See pp. 9-10; and Max Eckert, "On the Nature of Maps and Map Logic." Translated from the German by W. L. G. Joerg. American Geographical Society, *Bulletin*, 40: 341-351 (1908).

¹³ W. M. Beaman, "Topographic Instructions of the United States Geological Survey. E. Topographic Mapping." U. S. Geological Survey, *Bulletin* 788-E. Washington, 1928. 218 pp. See especially pp. 161-165; "Modern Mapping Methods," *The Military Engineer*, 41: 218-219 (May-June 1949); U. S. War Department, "Map Reproduction in the Field." War Department, *Technical Manual* (TM5-245). Washington, 1946. 161 pp.; U. S. War Department, "Advanced Map and Aerial Photograph Reading." *Field Manual* (FM21-26). Washington, 1944. 144 pp.; Arthur R. Hinks, *Maps and Survey*. Cambridge, 1942.

¹⁴ Erwin Raisz, *op. cit.*, Parts 6 and 7.

¹⁵ Erwin Raisz, *ibid.*, Part 7; Harrison P. Reed, "The Development of the Terrain Model in the War," *The Geographical Review*, 36: 632-652 (1946).

of the metes and bounds, and the development of an intricate net of accurately determined positions on the base by which to relate all of the plotted elements in their exact associations. In addition, a vast amount of research may be required to include such subjects as the kind of transport facilities available, the different kinds of power lines, the size and location of selected man-made features, the land-use patterns, soil types and their distribution, and a host of other mappable subjects. Once gathered, these data require analysis, evaluation, selection, and the development of a coordinated plan for their reduction to appropriate forms of presentation on the map base in order that the final published or produced map may be as accurate as possible. The sources thus brought together for use in the compilation of the map are *the related records*.

On the other hand, the map may be one prepared not on the basis of field surveys but rather, as in (2) above, exclusively as a product of office or library research. Such maps often are based on statistical or descriptive information and may be relatively simple, as for example an outline map of a state showing by dots (one dot for each silo) the location and distribution of silos. But the map may be quite complex, the base being an available topographic map with added information overprinted in colors showing types and location of industrial plants, kind and pattern of transport facilities, location and output of hydro-electric plants and producing mines. The sources thus brought together for use in the preparation of the maps are *also related records*.

One primary source used in the compilation of a modern, large-scale topographic map is the aerial photograph. This medium, when expressly produced or used (either as a single print or as a large mosaic) in the making of a map, becomes a source and, therefore, its record character must be appraised primarily on the basis of use and content and not on its physical nature, as is so often done. The aerial photograph and similar mediums when used as a source are *also related records*.¹⁶

Cartographic and related records respectively, therefore, comprise (1) the map *per se* and (2) the sources which were used in the making of that map. Where maps are produced in quantities, these activities are accomplished usually in an administratively self-contained, map-making establishment by personnel specially trained

¹⁶ Earl Church, *Elements of Aerial Photogrammetry*. Syracuse, New York, 1944. 95 pp.; "Modern Mapping Methods," *op. cit.*; U. S. War Department, "Advanced Map and Aerial Photograph Reading," *op. cit.*; Norman Carls, *How to Read Aerial Photographs for Census Work*. Washington, Bureau of Census. 1947. 44 pp.; American Society of Photogrammetry, *Manual of Photogrammetry*. New York, 1945. 841 pp.

in one or more of the many different activities involved.¹⁷ These activities represent the life history of a map as, indeed, that history is expressed in the content and accumulation of the records. The life history of a map has not always been so complex, however, for a survey of the history of map-making reveals that characteristic to have been of relatively recent origin. In simple form, however, the cartographic records problem has been with us as long as it has for textual records, for "the making of maps antedates the art of writing."¹⁸

II. ROLE OF THE RECORDS OFFICER IN THE MAP-CREATING AND MAP-USING AGENCY

The problem of primary importance is to liquidate as soon as possible all extraneous non-record and immediately disposable temporary cartographic and related record items and to provide a plan for the orderly retirement of all permanently valuable cartographic and related records to the appropriate agency.

Experience and time have proven the wisdom of appointing a qualified member of the staff of a map-creating and map-using agency to serve as records officer of that agency. It is immediately apparent that, as far as cartographic and related records are concerned, the person generally best qualified to judge as to their intrinsic value to the agency and to the Government is the individual professionally trained in the agency in which the records are created and used or one trained in the subject field.

The following are among the significant duties of the records officer:

1. The assembling of information on the history of the agency with respect to its origin, purpose, administration, records-creating and records-using functions, the evolution and use of techniques and processes in the preparation, compilation, and production of maps, the pattern of arrangement of its records, the development of finding aids to its records, and particularly, the records-keeping

¹⁷ An examination of the following sources will immediately reveal the complexity of the organization and high degree of specialization of some map-producing agencies: K. T. Adams, "Hydrographic Manual." U. S. Department of Commerce, *Special Publication* No. 143, Revised (1942) Edition. Washington, 1942. 940 pp.; R. O. Glover, "Chart Program of the Hydrographic Office [United States Navy]," *Pacific Marine Review*, May 1946. pp. 426-430, 453, and June 1946. pp. 52-53, 146, 148; "Arms and the Map. Military Mapping by the Army Map Service," *Print, A Quarterly Journal of the Graphic Arts*. Spring, 1946. pp. 1-16; W. E. Wrather, *Postwar Plan for the Topographic Mapping by the Geological Survey*. Washington, Map Information Office, U. S. Geological Survey. 1946. 7 pp.

¹⁸Erwin Raisz, *op. cit.*, p. 3.

procedures in relation to the ultimate disposition of the temporary and permanent records. On the basis of this information, the records officer can go on to proper administration of the records.¹⁹

2. Arranging the records with a view to adopting a pattern that will expedite their servicing and use and make possible, with a minimum of effort and expense, their proper ultimate disposition. Experience indicates that there are five general categories of cartographic and related records with respect to their disposition. An awareness of these is a prerequisite to effective arrangement. They are (1) the permanent record set of one copy of each edition or variant of each officially published or produced map and related items (precedent and intelligent planning for which there is ample evidence in the cartographic records of the Geological Survey, the Coast and Geodetic Survey, and the Hydrographic Office, each a Federal agency); (2) other permanent cartographic and related records, often including manuscript planetable sheets prepared in the field, survey field notes and notebooks, geodetic, triangulation, and similar computations and observations of a non-map nature, aerial photographs, job folders and similar items; (3) temporary records used in the compilation or preparation of the final drawings, including such items as the manuscript drawings for each color plate, glass plate negatives, film, overlay sheets, and similar records used in the reproduction and printing of the maps; (4) the administrative type of records such as job specifications, instructions, and correspondence, much of which is of a temporary record nature;²⁰ and (5) finding aids created in or acquired by the agency for use in arranging and servicing its records, many of which probably are permanent records.

Many patterns of arrangement and classification of maps are available.²¹ The records officer ought to adopt the simplest, most

¹⁹ An examination of the following sources will reveal some of the details and the different kinds of records created: K. T. Adams, *op. cit.*, pp. 1-807; Charles H. Deetz, *Cartography . . . op. cit.*, pp. 30-80; W. M. Beaman, *op. cit.*, pp. 165-378; U. S. General Land Office, *Manual of Instructions for the Survey of the Public Lands of the United States*, 1930 (reprinted 1934). Washington, 1934. 530 pp. See pp. 25-433; U. S. Coast and Geodetic Survey [*Reprint of*] *Annual Report, from Thirty-Sixth Annual Report of the Secretary of Commerce, 1948*. Washington, 1949. pp. 115-156. Also see "Report of Committee on Mapping Services of the Federal Government," *Second Report Science Advisory Board*. Washington, 1935. Pp. 129-306.

²⁰ An example of some of these is in H. M. Frye, "Topographic Instructions of the United States Geological Survey. A. Administration." *Bulletin* 768-A. Washington, 1926. 45 pp.

²¹ A few of the most recent sources may be noted, most of which include bibliographies to additional references: Clara Egli LeGear, *op. cit.*, pp. 35-46; American Geographical Society, *Manual for the Classification and Cataloguing of Maps in the So-*

ND RELATED RECORDS

		PREPARED BY				DATE PREPARED		PAGE ____ OF ____ PAGES		
		ROOM		CODE		EXTENSION		POTENTIAL RECORDS OF RG		
	INCLUSIVE DATES	SCALE GIVEN OR COMPUTED	RECORD		FINDING AIDS ^{4/}	RECOMMENDED DISPOSITION ^{5/}				VOLUME IN FEET
			KIND ^{2/}	FORM ^{3/}		RETENTION		DISPOSAL BY		
						TRANS. TO NATIONAL ARCHIVES	PERIOD RETAIN IN AGENCY	LIST	SCHEDULE	
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	

following code symbols:

Sheet

Series of sheets

Volume

of binder, etc.

(Specify)

^{4/} Use the following code symbols:

C- Card catalog

M- Index map

L- Descriptive and similar list

O- Others (Specify)

^{5/} Use following:

For period to be retained in agency before transfer to National Archives give months or years. For others use X as applicable.

nearly self-explanatory pattern that can be recorded on finding mediums with a minimum of effort. It would be ideal, of course, if all permanent records could be arranged and the appropriate finding aids to them prepared according to a standard pattern. Thus, when they are transferred to the archives or records depository a minimum amount of time is required in servicing them and the archivist is not required to learn and keep in mind yet another system.

3. Developing a program for the optimum preservation, particularly of the permanent records, should be given serious consideration.²² Some maps are rolled in metal tubes, some are multi-folded and placed in correspondence file-drawers, some are in cramped vertical files, some are dissected and arranged in loose-leaf binders, and some, unfortunately, merely accumulate.²³ It is encouraging to note that there recently has been a marked trend toward flat-filing in large, shallow, horizontal metal drawers. In the instance of permanent cartographic records a standardization, insofar as the records would lend themselves to it, would be strong-

ciety's Collection. New York, 1947. 43 pp.; E. J. S. Parsons, *Manual of Map Classification and Cataloguing, Prepared for Use in the Directorate of Military Survey*, War Office. London, 1946. 439 pp., and index maps; Walter Thiele, "Classification, Cataloguing and Care of Maps," in his *Official Map Publications*, *op. cit.*, pp. 282-295; J. P. Terrell, *The Williams System of Classification, Cataloguing, Indexing, Filing and Care of Maps as Adopted for the General Staff Map Collection*. Washington (2nd Edition) 1930; S. W. Boggs and Dorothy C. Lewis, *Classification and Cataloguing of Maps and Atlases*. New York, 1945. 175 pp.; Lloyd A. Brown, *Notes on the Care & Cataloguing of Old Maps*. *Op. cit.*, pp. 28-82; and G. R. Crone, "The Cataloguing and Arrangement of Maps," *Library Association Record*, 4th Ser., 3:98-104 (March 1936).

²² Among the best recent sources, each of which includes references to additional sources, are the following: Clara Egli LeGear, *op. cit.*, pp. 12-23; Albert H. Schneider, *op. cit.*; Minnesota Historical Society, *The Care and Cataloguing of Manuscripts, as Practiced by the Minnesota Historical Society, Manuscript Division*. St. Paul, 1936. 65 pp. See especially pp. 52-61; Adelaide E. Minogue, "The Repair and Preservation of Records." National Archives *Bulletin* 5. Washington, 1943. 56 pp. (This is one of the best sources available. See especially pp. 36-41); S. Chakravorti, "A Review of the Lamination Process," *Indian Archives*, 1:304-312 (October 1947); and Kenneth J. Bertrand, *Instructions for Mounting Wall Maps*. Washington, Department of Geography, Catholic University of America. 1942. Mimeographed (copies are available for distribution until supply is exhausted).

²³ Excellent objective studies pointing up the several possibilities and with a discussion of each include the following: Clara Egli LeGear, *op. cit.*, pp. 24-29; Lloyd A. Brown, *op. cit.*, pp. 17-27; J. Fred Winkler, "Cartographic Record Filing in the National Archives," *The American Archivist*, 12:283-285 (July 1949); George D. Hubbard, "So the Map Collection Can Grow," *Surveying and Mapping*, 6:151-153 (1946); Heinrich Meisner, "Ueber Ordnung und Verwaltung von Kartensammlungen." *Zentralblatt für Bibliothekswesen*, 22:11-23 (1903); Raymond L. Nelson, "Map Storage and Distribution." *Military Engineer*, 35:465-469 (September 1943); William J. Van Schreeven, "Equipment Needs to be Considered in Constructing Post-War Archival Depositories." National Archives *Bulletin* No. 6, pp. 22-32. Washington, 1944.

ly advisable particularly as to equipment, manner of filing, kind, size and durability of folder or envelope used to enclose the records, and the file identification of each folder and map. This would facilitate and make much more economical their transfer to and preservation in the archives or records depository.

4. Surveying units of cartographic and related records is a fundamental obligation of a records officer. He will discover that there are certain basic repeating patterns of the content of such records that make possible, indeed invite, the preparation of a standard survey form. This can serve as a valuable record when completed, not alone to the records officer but to the agency and to the archivist, as well. Figure 1 is a reduced reproduction (full-scale copy is 10½ x 16 inches) of such a form now in use in the Federal Government. The value of such a form is, that when accurately completed, it furnishes all of the essential ingredients required in subsequent paperwork with respect to the disposition of the records, and, in addition, it can serve the archivist as a guide for the arrangement and servicing of transferred records.

5. Disposing of the records accumulated in the map-creating and map-using agency normally means the orderly disposal of temporary records and the transfer of permanent records to the archives or records depository.²⁴ Whenever possible, the judgment required in accomplishing disposition should be the joint effort of the records officer trained in the agency and the archivist, who likewise should be a professionally trained geographer-cartographer. Such joint effort is required because the records officer is best qualified to evaluate the records in terms of the needs of the agency; the archivist is best qualified to judge the records with respect to their over-all legal, administrative, and research value. Furthermore, the unique position of the archivist, who normally has contact with all the government map-creating and map-using agencies, is in an ideal position to understand the relation of each particular group of records to the others. All too often, particularly in the Federal Government, an agency has disposed of records only to discover later that those records, especially field survey maps and notes, field computations and observations, and aerial photographs, could have

²⁴ The following excellent recent publications explain and describe this activity: Theodore R. Schellenberg, "Disposition of Federal Records." The National Archives, General Services Administration, *Publication* No. 50-3. Washington, 1949. 40 pp. (See especially pp. 3, 32); Philip C. Brooks, *Public Records Management*. Chicago, Public Administration Service, 1949. 19 pp.; and U. S. Department of the Army, "Records and Reports. Records Administration — Disposition of Records." *Special Regulations*, No. 345-920-1. Washington, 1949. 286 pp.

served the needs of other agencies and have saved the Government much in time, money and personnel.

The disposal forms used for textual records are equally useful for cartographic and related records. Description of cartographic records on these forms should be sufficiently detailed, however, to identify the records, and should not be restricted to the words "Maps and Charts," as is so often the case.

6. Finding aids are the keys that unlock records and make them useful.²⁵ Development of standard finding aids to cartographic and related records would be ideal, particularly for permanent records transferred to the archives or records depository. The 3 x 5 inch card catalog appears to offer many advantages, although some large agencies have become special pleaders for the machine records (punch card) system. The 3 x 5 card and the machine record, if standardized for permanent cartographic and related records that cannot readily be recorded on index maps as units in a systematic series (such as the standard topographic, nautical, and aeronautical charts), when transferred with the records to the archives or records depository, would mesh with a pattern already established and would eliminate the many different sizes, shapes, and degrees of legibility of cards now in effect.²⁶

Thus, but one basic finding aid to the records in the archives or records depository would be necessary. If sufficient cards, in the instance of the 3 x 5 card catalog, were made available, a shelf list, an area catalog, and a subject catalog, with appropriate cross-references, could be maintained. A special unit of standard index maps covering appropriate groups of cartographic records would sometimes supplement the card catalog, and often expedite the servicing

²⁵ The following recent publications in this field are helpful and include additional sources of information: Walter Thiele, *op. cit.*, pp. 287-293; J. P. Terrell, *op. cit.*; S. W. Boggs and Dorothy C. Lewis, *op. cit.*; Lloyd A. Brown, *Notes*, pp. 37-82; E. J. S. Parsons, *op. cit.*, pp. 1-30; Martin P. Claussen and Herman R. Friis, *Descriptive Catalog of Maps Published by Congress, 1817-1843*. Washington, 1941. 104 pp. See pp. vii-xiii; American Geographical Society, *op. cit.*; Mary Murphy, "The Army Map Service Library—Map Cataloging," *Special Libraries*, 36: 157-159 (May-June 1945).

²⁶ The wide range in size, shape and content of the cards generally available for records in the agency is indeed baffling to the archivist. Some agencies may use 3 x 5 inch cards, others 5 x 8, or 3 x 8, or 1½ x 3, or 8 x 10½ sheets as cards in their catalog. He notes that many of the older records are findable only after an item by item search of accession lists or ledger books. Some agencies record a bountiful fund of information on the card, others may merely record the subject or area and the file notation, or have devised a code to repeating patterns of content, such as scale, subject, and area which, though space-saving on the card, is baffling to the searcher. The archivist accessioning such a maze of finding aids can not but conclude that these items may include "findings" but are definitely not "aids." He will often pray for standardization and a centralized catalog.

of those records. Standardization of finding aids requires a great deal of careful planning and then positive action. To recent date, it has been mainly lost motion.

Very few map-making and map-using agencies, either Federal or State, have yet appointed trained records officers. More often than not, records management goes by default.

III. ROLE OF THE GEOGRAPHER-ARCHIVIST IN THE ARCHIVES AND RECORDS DEPOSITORY

Within the Federal, State, and local Government agencies, as has been pointed out, are units, some large and some small, creating and using a particular kind of medium of expression, the map and its accessorial data, the preparation and use of which have been in response to the creative abilities of the cartographer, the topographic and cadastral engineer, and the geographer. When records thus created and used achieve a non-current status and are retired to an archives or records depository they do not accordingly lose their value or content. Rather, by the decision to retain them permanently, these qualities are enhanced. As group of permanent records is added to group, the diversity of the content as well as the complementary qualities of the accumulated mass of permanent records become greater. It logically follows that these records, representing the quintessential product of the individual cartographic units of the Government, should, whenever possible, demand the continuous administrative and professional attention of a qualified geographer. This has long been recognized, though seldom borne out, partly because of the dearth of qualified personnel. This need of specialization in the field of archival administration has been recognized, especially in the United States and France.²⁷

²⁷ The Division of Maps and Charts (now the Cartographic Records Branch) in the National Archives was "given separate entity as a Division [in 1936] because the special scientific problems involved call for supervision by an expert geographer and cartographer. This separate entity is in accordance with precedent in other Government establishments. . . . The functions of the Division are to furnish the Archivist with expert advice relative to the accessioning of maps and charts . . . and to furnish service and give scientific aid and advice to Government departments and officials and to others who desire to use the collection." *First Annual Report of the Archivist of the United States, 1934-1935*. Washington, 1936. 60 pp. See pp. 16-17. It is interesting to note in the *Report of the Advisory Committee* [appointed by President Hoover] on the National Archives Building, 1930, that "the map collection of the Government in charge of the Geographer, is very extensive and . . . requires special treatment both as to shelving and as to reference service. Map files must be segregated from other files in the stacks and should be adjacent to the geographic section of the general administration . . ." *Ibid.*, p. 56.

W. L. G. Joerg has contributed the following pertinent information: "In France the outstanding members of the profession have been on the staff of the Bibliothèque

Obviously, the volume of cartographic and related records, except at the national, State, and the larger municipal levels, may not be such that a full-time employee is required, although even part-time employees ought to acquire professional training in the fields of cartography and geography. Because cartographic and related records have been adjudged permanent does not in one whit alter their content characteristics and the nature of their interpretation ten, twenty or a hundred years later. The geographer-cartographer, or as he is most aptly termed, the geographer-archivist, still is required.²⁸

Let us briefly examine a few of the responsibilities of the geographer-archivist and the nature of the physical environment of the cartographic records unit in the archives or records depository.

1. The elements of the physical environment that require the careful attention of the geographer-archivist are space, lighting, equipment, close proximity of the unit's office and search room to the stacks (as nearly centralized in relation to the stacks as possible), adequate and appropriate search room and work room facilities, and an air-conditioned or a well-ventilated stack area. A scaled plan of the entire area, showing the kind and location of all equipment, and particularly, through the medium of suitable colors and symbols on the plan, the precise location and administrative identity of the permanent records on deposit will prove useful. Most of these subjects have been discussed in recent publications that point up important elements of each.²⁹ Experience in the Carto-

Nationale rather than of the Archives Nationales (now Archives de France), in view of the fact that in the latter agency much of the emphasis is on medieval documents, and archival training, given at the celebrated École des Chartes in Paris, leads to the degree of *archiviste paléographe*. At the Bibliothèque Nationale, whose holdings include much material of a character similar to the records in the National Archives of the United States, the map division of the Section des Cartes et Plans was long under the direction of the well-known archivist and historical geographer, Charles de la Roncière (1870-c.1947) and his junior associate and professional successor, Albert Isnard." (February 1950).

²⁸ On the various aspects of modern geography and the character of this work done by the specialists in its various fields, including historical geography, see Richard Hartshorne, "The Nature of Geography. A Critical Survey of Current Thought in Light of the Past," *Annals of the Association of American Geographers*, 29: 171-658 (September 1939).

²⁹ Helpful suggestions may be found in: Clara Egli LeGear, *op. cit.*, pp. 24-34; Lloyd A. Brown, *Notes*, pp. 17-36; Erwin Raisz, *General Cartography*, pp. 321-324; Edward B. Espenshade, Jr., "Building a Collection of Maps," *American Library Association, Bulletin*, 30: 206-215 (1936); Alfred H. Holway and Dorothea Jameson, *Good Lighting for People at Work in Reading Rooms and Offices*. Boston, Division of Research, Graduate School of Business Administration, Harvard University, 1947. 43 pp.; Agnes Whitmarsh, "Maps and Photographs." *Library Buildings for Library Service*. Chicago, 1947. Pp. 31 and 78-80. See also footnotes 2, 21, 22, and 23.

graphic Records Branch of the National Archives of the United States has indicated that adequate space, standard size metal map cases (consisting of four five-drawer units) and the best fluorescent lighting, all in an approved, air-conditioned stack area, are very significant and go far in making the environment comfortable as well as economical to operate.⁸⁰ The geographer-archivist will discover the need of a few of the instruments of the cartographer, such as the drafting board, T-squares, triangles, colored pencils and, especially, a lettering set, such as the Leroy or the Wrico, which can be used to advantage in lettering labels for drawers and folders and in the preparation of index maps.

2. One of the primary responsibilities of the geographer-archivist is the development of a functional and economical pattern of arrangement. This is in reality two-fold. One is arrangement of the groups of records within the available stack area. Experience in the Cartographic Records Branch of the National Archives of the United States emphasizes the value of careful planning in this regard. On the basis of a survey of the potential permanent cartographic and related records now in the agencies of the Government, it has been possible to assign a block of map cases to the records of each cartographic agency. Thus, some 1,400 map-case drawers, one half of the number in one large stack area, are assigned to house the permanent cartographic records of the Department of Commerce, continuous series of drawers within this block being tentatively assigned to receive the records of each of the separate cartographic units within that Department. In this way, records of an agency are in one block, and their management, servicing, and use can be undertaken under optimum conditions.

The second aspect of arrangement has to do with each individual unit of cartographic records. It would be ideal, of course, if all permanent records could be arranged according to a standard pattern in the creating agency and that each record could bear the appropriate descriptive file notation or stamp of the agency. The individual records then could be added to the appropriate series as prescribed or, if they represent a new series, could be added to an administratively related group of records. If the records lack arrangement, it immediately becomes the responsibility of the geographer-archivist to develop the most acceptable pattern.⁸¹

3. Preservation of permanent cartographic and related records has been undertaken either with feeling and emotion or with logic

⁸⁰ J. Fred Winkler, *op. cit.*

⁸¹ See footnotes 21, 22, and 23.

and cold realism. There are those who would not in any way alter the physical character of a record, and would leave it as it came to the depository, multifolded, rolled, or assembled within heavy buckram-covered plywood boards. Obviously, this complicates and makes uneconomical the maintenance of records. Others would consider all records preservation in terms of one pattern, and would insist on one principle of filing, rehabilitation, and removal of extraneous, volume-consuming items, such as binder covers, heavy cloth backing, and the like. Perhaps the ideal is somewhere between the two, but more to the side of the latter group. The geographer-archivist should always be aware, however, of the legal and administrative integrity of the record *per se*.

Flat filing of cartographic records in shallow, map case drawers has found almost universal acceptance.³² It is also generally agreed that, with very few exceptions, all cartographic records should be flattened and filed as sheets, those too large for the drawer being dissected and hinged or maintained as individual matching units.³³ The cartographic records as sheets should be arranged in sequence and put in paper folders. The number of maps to a folder depends on the fragility, size, and bulk of the records involved.³⁴

One of the most important aspects of preservation is identifying each individual record with a simple, self-explanatory file notation or stamp. Because the image of the map frequently occupies the entire space within its borders, it appears unwise to impress this stamp on the face of the map; rather it should go on the back. There is a distinct advantage in placing the stamp in the lower right corner of the back, since when the map sheet is placed face down in the drawer, the stamp appears in the right corner at the front.

³² Clara Egli LeGear, *op. cit.*, pp. 24-34 and pp. 38-42; Lloyd A. Brown, *Notes*. Pp. 17-27; R. D. Baart de la Faille, *op. cit.*; Edward Lynam, "Storage and Preservation of Maps." British Records Association, *Proceedings*, No. 4, pp. 32-34. London, 1939; Heinrich Meisner, *op. cit.*; William J. Van Schreeven, *op. cit.*; Walter Thiele, *op. cit.*, pp. 294-295; Elizabeth T. Platt, "The Map Department of the American Geographical Society." *Public Documents. Papers Presented at the 1936 Conference of the American Library Association, Chicago, 1936*. pp. 116-122; Walter W. Ristow, "The Library Map Collection." *Library Journal*, 67:552-555 (1942); Hilary Jenkinson, *op. cit.*, pp. 54-55; G. Herbert Fowler, "Maps." British Records Association, Technical Section, *Bulletin* 4, pp. 1-7. London, January 1937; Charles Johnson, *op. cit.*, p. 37; *The General State Archives . . .*, *op. cit.*, p. 9.

³³ Several excellent recent sources include: Adelaide Minogue, *op. cit.*; Clara Egli LeGear, *op. cit.*; pp. 12-24 (an excellent summary of the different processes now available) and pp. 42-46 (bibliography of sources), and footnote 32.

³⁴ Information on this subject is included in sources in footnotes 32 and 33. Special problems are posed with accessions of globes, atlases, terrain models and the like, though the volume of these in comparison to that of the maps is slight. Solutions to some of these problems may be found in sources in footnotes 32 and 33.

This facilitates searching and requires less wear of each map sheet, and prevents the loss or misfiling of records. Such a stamp, used in the Cartographic Records Branch of the National Archives of the United States, is shown below. It requires a minimum of writing, saves time, and is distinctive.

NATIONAL ARCHIVES OF THE UNITED STATES CARTOGRAPHIC RECORDS	
RECORDS OF THE WAR DEPARTMENT OFFICE OF THE CHIEF OF ENGINEERS	
Rec'd.:	— Army Map Service
RG-77	FILE:

4. Analysis and description or the preparation of finding aids to the cartographic and related records offer the geographer-archivist a real opportunity to be of service to Government and scholarship. Experience indicates that he will spend about as much time in this activity as in any other. As has been pointed out, a coordinated records management program should provide for a standardization of finding aids in the agencies. Normally, these will take the form of a card catalog and index maps. The geographer-archivist, on the other hand, is responsible for an ever-growing mass of records from many different sources. The degree of control of these records that he has is measured largely in terms of the completeness of his finding aids to them. If these are inadequate it is his obligation to remedy the situation. His service to Government and scholarship is to prepare and publish adequate finding aids to individual units of cartographic and related records as well as to the records by region and by subject. Two types of presentation are available: (a) The descriptive or textual; and (b) the graphic. Textual finding aids include inventories, descriptive lists, checklists, card catalogs, and series descriptions.³⁵ Graphic mediums, such as the index

³⁵ Several different kinds of these finding aids have recently been completed in the Cartographic Records Branch of the National Archives of the United States and are being processed for publication in the near future. These are Laura E. Kelsay, *In-*

maps so often used for published maps issued in series, are particularly helpful finding aids.³⁶

The geographer-archivist, who has arranged his stack area around the search room, will find the search room can serve as the nerve center for all of his finding aids, card catalogs, indexes, descriptive lists, inventories, and graphic aids. The index maps will be flat-filed in map-case drawers, the descriptive lists, inventories, and similar textual aids will be filed in binders on shelves and the cards in drawers of catalog cabinets.

5. Experience has indicated that the value of microphotography as applied to maps has yet to be proved. Indeed, microfilming of maps may be unwise and uneconomical because of the need for precision in dimensions, the impossibility of distinguishing in black and white the complex color patterns frequently shown on maps, and the very real difficulty of reading the microfilm image of a map on the ground glass of a reading machine. Furthermore, a searcher very often uses and compares several or more maps simultaneously.

6. The geographer-archivist will find useful a reference map and atlas collection that will assist him in determining place names, boundary line changes, and topographic features.³⁷ These are among the tools that assist him in servicing the records. Also of value will be a select library of books and publications on cartography, geography, photogrammetry, administrative history, map-making

Inventory of the Permanent Cartographic and Related Records of the National Resources Planning Board, 1933-1943 (approximately 50 pp.) and *Inventory of the Permanent Cartographic and Related Records of the Bureau of Indian Affairs, ca. 1800-1938* (approximately 75 pp.); Josephine W. Kelley, *Descriptive List of the Permanent Cartographic Records of the Division of Drainage and Water Control Research, Soil Conservation Service* (approximately 20 pp.). Additional sources include Martin P. Claussen and Herman R. Friis, *op. cit.*; Lloyd A. Brown, "Manuscript Maps in the William L. Clements Library," *The American Neptune*, 1:1-8 (1941); American Geographical Society, *Manual for the Classification and Cataloguing of Maps in the Society's Collection*. New York, 1947. 43 pp.; S. Muller, J. A. Feith, and R. Fruin, *op. cit.*, p. 143; Narcisse E. Dionne, "Inventaire chronologique des cartes, plans, atlas, relatifs à la Nouvelle France et à la Province de Québec, 1508-1908," *Royal Society of Canada, Proceedings and Transactions, 3d Series*, 2:1-124 (1908); and W. L. G. Joerg, "Archival Maps as Illustrated by those in the National Archives," *The American Archivist*, 4:188-193 (July 1941).

³⁶ Examples of published copies of this kind of medium are United States Geological Survey, *Index to Maps and Geologic Folios*. (By states and frequently revised and brought up to date); and U. S. Air Force, *Catalog [Index Maps] of Aeronautical Charts and Related Publications*. Washington, July 1948. 42 pp.

³⁷ Many of the maps required can be obtained from Government, State and local agencies. For maps of United States Government origin consult: *United States Government Publications, Monthly Catalog*, Issued by the Superintendent of Documents, Washington, D. C., and the individual map-issuing agencies; United States Superintendent of Documents, "Maps." *Price List 53* (39th Edition, July 1948). 8 pp.

techniques, and the administration of records in the individual agencies with which he is concerned.³⁸

CONCLUSIONS

Cartographic and related materials, as current records in the creating or using agencies, are universally recognized as a distinct category of records, not because of their physical nature but rather because of their content and method of preparation. They often lose this distinction, however, when transferred to archives or records depositories, chiefly because records officers and archivists allow physical form rather than content and method of preparation to dominate their policies with respect to such records. This has given rise to an unwholesome attitude toward the archival profession on the part of some map-creating and map-using agencies.

Because their content characteristics, life history, and use differ from those of other records the problems of their management by the records officer and their administration and service by an archivist can best be solved respectively by the geographer-cartographer in the agency and the geographer-archivist in the archives or records depository.

To date a surprisingly few map-making and map-using agencies and archives and records depositories have initiated effective records management and records administration programs with respect to cartographic and related records.

Time is awasting, and with it the records!

³⁸ Consult references in footnote 37.

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The National Archives

THE HISTORICAL SIDE OF MANUSCRIPTS

This subject reminds us of a question on which there is difference of opinion: Should an archivist be an historian; or, an historian an archivist? A leading British authority says no; that an archivist should not be swayed in his functioning by the personal preferences or bias of an historian.¹ Be that as it may in Great Britain, where the archival profession has some maturity and standing. In this country there was not, in 1934, when the National Archives was established, in the midst of a severe depression, a comparable archival profession with ability to defend its domain. Historians young and old, in distress, virtually took possession; and everyone seemed to agree that an archivist should be one trained for the doctorate in history or political science. . . . Now with reference to archivists in service — some historians took advantage of wartime opportunities to leave the archives — it is alleged that they, the faithful, are lacking in "history"; or, that their "history" is not what it was or what it should be. Is this because there is again a surplus of historians and political scientists? Any way, the slogan of American archivists may well be, "Everyone his own historian."

Since our subject is historical manuscripts, all kinds, let us recall the chief functions common to archivists, custodians, and keepers, including executive secretaries and librarians of historical societies. Broadly stated, they are: (1) to get the manuscripts into a safe place and to hunt for and bring there more of the same; (2) to determine their authenticity or genuineness and integrity and to defend these qualities against impairment — tampering, theft, and deterioration or damage; (3) to make the texts as available to investigators as may be consistent with the public good and with any obligations which may have been incurred for the sake of acquisition; and (4) within such limits to advertise and explain or "interpret" the collection to the public. These functions require not a little historical knowledge and skill, some peculiar to the realm of the archivist and not to be casually assumed by needy or opportunist outsiders.

¹ Hilary Jenkinson, *A Manual of Archive Administration* (new and revised edition, 1937), p. 123. The frankest, most brutal, and I suspect ironic statement is in the same author's *The English Archivist, A New Profession being an Inaugural Lecture for a New Course in Archive Administration . . .* (1948), p. 30: "The appropriate motto seems to be . . . 'Thou shalt not muzzle the ox that treadeth out the corn': we must allow him (one has allowed oneself in one's time) a few mouthfuls; while reminding him that his primary duty is to tread; and hoping that he will not, in the process, tread on any, or many, toes."

Needless to say, the archivist's bookshelf for the historical side of manuscripts should not be narrow and static, but broad and active, rotative, and cumulative only of carefully selected residues of books and articles studied. This is not the place for extended outline and bibliography. But first, archivists should review or "brush up," with well illustrated one and two-volume textbooks in ancient, mediaeval, modern, and American history, with special reference to manuscript sources, of course, in each case: What were the materials and forms? Why did they survive? When were they discovered and first used? Where and how are they now preserved? . . .²

In connection with the general review, read into works in the categories of the following:

- Charles V. Langlois and Charles Seignobos, *Introduction to the Study of History*, Berry translation (1888).
 J. T. Shotwell, *An Introduction to the History of History*. (1922).
 J. W. Thompson, *A History of Historical Writing*. (1942), 2 vols.
 Lucy M. Salmon, *Historical Material*. (1933).
 J. Franklin Jameson, *The American Historian's Raw Materials, An Address . . . the Dedication of the William L. Clements Library of Americana*. (Ann Arbor, 1923).
 Frederick Jackson Turner, "The Harvard Commission on Western History," *The Harvard Graduates' Magazine*, XX (June, 1912), 606-611, especially "what classes of material does Harvard wish," 609.
 J. M. Vincent, *Historical Research. An Outline of Theory and Practice*. (1911).
 G. J. Garraghan, S. J., *A Guide to Historical Method*. (1946).
 J. S. Bassett, *The Middle Group of American Historians*. (1917).

Begin early to concentrate on the field of your immediate interest, taking care to read widely around its setting in the history of the nation in the large works, including the Frederick J. Turner essays. These supply approaches and perspectives. If you are a beginner, ask staff members of large university departments of history who have an interest in your work, to help you in the choice of reading. In any case, associate with your history shelf recent and current issues of historical magazines and reviews which cover your field, and build up a file of lists of articles, books, and graduate student dissertations in progress. The American Historical Association occasionally publishes a list of dissertations planned or in progress.

As you build up your historical background and study your collections, you will be alert for clues and prospects for acquisition. Check these against lists of manuscripts in other repositories and the Historical Records Survey guides to collections in private hands, a selection of which should be on your shelf. If the collection in prospect is unknown, the problems of search and negotiation for acquisition are peculiarly your own. For them I know no satisfactory manuals or rules of thumb. Only experienced persons can advise you on techniques which they have found effective in their cases. Though you should not ordinarily be collecting high-priced book manuscripts and autographs, you should have easy access to a set of *American Book Prices Current*, the auto-

² One of the most interesting "jobs" I have ever had to do was "pinch hit" teaching last year a general survey course on the history of the Far East or Asia.

graph or manuscript section of which is now printed separately. You will find it worthwhile to read:

E. C. Richardson, "Manuscript Hunting," *Bibliographical Society of America, Proceedings and Papers*, Volume 3 (1908), pp. 14-28, which has been reprinted separately.

Thomas F. Madigan, *Word Shadows of the Great, The Lure of Autograph Collecting*. (1930).

Mary A. Benjamin, *Autographs: A Key to Collecting*. (1946).

Colton Storm and Howard H. Peckham, *Invitation to Book Collecting . . . Manuscripts, Maps, and Prints*. (1947).

The second and third contain more than their titles indicate.

On the determination of authenticity, detection of forgeries, and the like, you may well begin with Albert Sherman Osborn, *Questioned Documents* (1946 ed.), from which you may learn, among many things, by inference, how inadvisable it is to permit repair which alters, changes, or conceals the character of any part of a manuscript, historical or other. This duty might take you into court.

On literary property in manuscripts, which may not pass with transfer of physical ownership from the author, his heirs, or assigns, see Herbert A. Howell, *The Copyright Law* (2nd edition, 1948), p. 53, a book which you may find it desirable to keep on your history shelf, to show to investigators.

A good thing to remember is that some old books are not obsolete, but as much up-to-date as the multiplication table. Now I bid you *bon voyage* with the suggestion that you read Worthington C. Ford, "Historical Societies — Living and Dead." *Mississippi Valley Historical Review*, XVI (December, 1929), p. 307-320.

THOMAS P. MARTIN

Dunn Loring, Virginia

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives

Records Management Program Manual of Procedures. Virginia, Governor's Office, Division of the Budget. (Richmond, Commonwealth of Virginia, Division of Purchase and Printing, 1949. Pp. 62.)

This is presumably the first state records management manual published, although several agencies of the Federal Government have issued records disposal manuals and several state archivists have written on various phases of the subject. The Virginia manual is based on the reports made by the Records Engineering, Inc., during the course of their survey of the Division of the Budget. The introduction calls attention to the fact that the procedures outlined in this manual are not equally applicable to all agencies, but should be revised to meet specific needs before being issued for the guidance of other departments.

Because this is the first records management manual issued at the state level, it will be studied eagerly by the archivists of other states with a view to adopting its contents to meet similar problems of their own states. Again, because this is the first, later manuals based upon this pioneer venture, will undoubtedly improve greatly upon it. The criticisms here offered are not meant to disparage an excellent piece of work, but rather to express one archivist's thinking about how to adapt the manual for use in her own state.

The first reaction of the reviewer was that this manual would be an excellent textbook for an archival training course, but that it is rather over the head of the average state official who might try to use it. The manual does start where all officials begin to think about their records—how to dispose of past accumulations of records. After quoting the Virginia laws governing disposal and microfilming of records, the manual proceeds to lay down rules and regulations governing such disposal procedures. Then, abruptly, and without a preliminary explanation as to their connection with the destruction of records, comes a section on filing methods, one on form controls, and a proposed classification scheme for the records of the Division of the Budget. The last section of the manual does explain something of what records administration is all about, provided the reader has stayed with it through sixty pages of technical directions for procedures. Judging from Illinois experience, however, that is unlikely.

Throughout the manual there are frequently allusions to the State Records Administrator (is he the Virginia State Archivist?) and to the Agency Records Administrator. Presumably this manual is not aimed directly at the policy making state official, but to these record administrators who will interpret it to the officials, using it as their authority for the procedures they recommend.

My own state, and very likely most other Virginia state departments also, have not reached the point where they see the necessity for the agency records administrators implied here. But increasingly government officials are becoming aware of the interrelationship between good records practice and efficient office management. It would seem desirable to preface a manual of this sort with a statement as to the general purpose of records management.

Space does not permit comment on many details. Different archivists revising this manual will want to change the emphasis upon certain parts. For instance, this reviewer has found it desirable to give more clarification to the weaknesses inherent in using microfilm as a substitute for original records.

The exhibits on microfilming layout are not too clearly explained. We have found a more helpful treatment of this subject in a recent piece of advertising entitled *Microdex, Remington Rand's new system for indexed microfilming*.

The definitions on pages 6 and 7 are particularly commended, with some tendency to quibble over the ambiguity of the phrase "records of transitory value" employed in paragraph c.

Article IX on Filing Methods is, in some respects, the most useful section of the manual, being perhaps the best discussion of the subject in condensed form.

Despite the handicap of too technical phraseology, the Virginia manual contains the essential information on inaugurating a sound records program. If complemented by other treatises on the meaning and principles of records management, such as that by Dr. Philip C. Brooks, which is reviewed elsewhere in this issue, perhaps it could be used pretty much as it stands in other offices than the one for which it was written.

MARGARET C. NORTON

Illinois State Library

Scheduling and Disposal of Records, prepared by Office Methods Staff, Division of Property and Supply, Tennessee Valley Authority. (Knoxville, Tennessee. Tennessee Valley Authority, 1949. Pp. 151. Processed.)

This manual is addressed primarily to records officers of the Tennessee Valley Authority and outlines procedures to be followed in implementing the records administration program of that agency. For the most part, the basic procedures are those now commonly accepted as standard practice in the records management field, and certain of the chapters are devoted to inventorying records, preparing schedules and coordinating and applying disposal standards. The compilers of this manual have done more than prepare a guide for agency records officers, however. Their forthright approach to problems inherent in the evaluation of records is one that goes beyond the discussion ordinarily found in this type of publication. For example, the concept of "official vs. personal files" is one that most records officers and archivists approach with some temerity, but in expounding their point of view the authors tackle the proposition with no holds barred: "All TVA records of whatever kinds or physical characteristics are TVA property. Consequently *all copies* of papers made or

received by TVA are the property of TVA and are therefore official records. In this sense, duplicate papers cannot be appropriated to personal use any more than original papers because they are not personal property but public (TVA) property." These are brave words. If such a standard were applied to all agencies, harried records officers might succeed in arresting the kleptomania-like tendencies displayed by some Very Important Persons who on occasion rifle government files in order to create a flattering fond of "personal papers."

The much abused and yet elusive distinction between records and nonrecords is defined and elaborated upon in such a manner that the appraiser could hardly be confused as he confronts this dilemma: "A presumption in favor of the nonrecord character of material would be diametrically opposed to the Federal Disposal Act and to all other policies and traditions regarding Government records." All file materials are to be considered records until proven otherwise.

Other chapters in the manual contain a good exposition of the types and functions of records as well as their arrangement. In addition there is appended a series of exhibits including a table that makes clear the operation of the statutes of limitations in the area served by the TVA. Such a compilation is an essential tool in the evaluation of records relating to contracts.

This is a manual that could be studied with profit by all persons concerned with the administration and evaluation of records.

FRED G. HALLEY

National Archives

Fourteenth Annual Report of the Archivist of the Hall of Records, State of Maryland, For the Fiscal Year July 1, 1948 Through June 30, 1949. (Annapolis. Hall of Records Commission, 1949. Pp. 53.)

This *Report* might informally be subtitled "the annals of an alert archivist," Mr. Morris L. Radoff. With a modest appropriation and a small staff, he has achieved a large measure of archival efficiency and public service at the Maryland Hall of Records during the year ending June 30, 1949.

Few archivists, if any, have complete freedom of administration. They must work with a council, advisory board or, as in this case, a Hall of Records Commission. This Commission seems to have left the archivist remarkably free to carry out his program and seems to have backed him when necessary, apparently a most fortunate relationship.

Among the many activities reported, that of enlisting the aid of the Genealogical Society of the Church of Jesus Christ of Latter Day Saints in microfilming certain of the county records of Maryland through 1850 is especially interesting. This project, now completed, makes available to scholars "all land and marriage records from the offices of the Clerks of Court and all Wills, Inventories, Accounts, Bonds and Proceedings of the Orphans' Courts from the offices of the Registers of Wills." Such collaborative enterprise to bring to one place in usable form the county records of a state merits general attention.

The Hall of Records collaborated with the American University and the National Archives in their archival training program, with St. John's College in giving a course in Annapolis history, and with the City of Annapolis in its tercentenary celebration of May 1949. Thus, the Hall of Records served virtually as a historical society as well as an archival agency.

The archivist reports heavy use of the records, especially by Marylanders, but also by out-of-state people. Document circulation increased, particularly wills, testamentary proceedings, and accounts. The ever-present task of preparing aids to research in the way of calendars, guides, and indexes was carried forward. With two extra workers, the archivist was able to get somewhat caught up on the work of repair and preservation of documents and reports over twenty thousand pages of manuscripts laminated. Details of photocopying of county land records are presented for the guidance of researchers. For eleven months of the fiscal year the archivist was responsible for the work of the new State Department of Information until the latter was set up as an autonomous agency.

Of interest to other archivists will be the operation of Maryland's Disposal Act, effective June 1, 1949. This provides for reduction of the required retention period from five to three years and redefines procedures for periodic destruction of records. The law is published in this *Report*, together with other legislation affecting the Hall of Records.

The growing collections of the Hall of Records, as shown in the list of accessions, will be better protected after the installation of a new air-conditioning system authorized by the Maryland Legislature.

The *Report*, in general, shows the Maryland Hall of Records to be under effective direction and it therefore merits examination by archivists of other states for comparison of methods and results.

CARLTON C. QAULEY

Carleton College

Guide to the Burlington Archives in the Newberry Library, 1851-1901, compiled by Elisabeth Coleman Jackson and Carolyn Curtis. (Chicago. The Newberry Library, 1949. Pp. xxiii, 374.)

The Chicago, Burlington & Quincy Railroad Company placed most of its 19th century central office and land office records in the Newberry Library in April of 1943 in order to make them available to scholars. These archives are of considerable volume, including more than a million letters, about 1,500 bundles of miscellaneous materials, and about 2,000 bound volumes. The recently published *Guide* is the key by which scholars may find their way to the particular documents or series of documents they may want in the records.

The compilers state in their introduction that the *Guide* is meant to serve the purpose of a catalog as well as that of a guide, and that it is a pioneer effort to apply to business records the practices followed by Charles M. Andrews in his *Guide to the Materials for American History, to 1783, in the Public Record Office of Great Britain*. Their task has been well done, and

it is hard to imagine any Burlington records bearing on a given subject that will not be revealed by careful study of this *Guide*. The excellent index refers to such diverse matters as letters received from Elihu Root in 1883, the Nebraska grasshopper plague of 1874, and bimetallism. A large number of the prominent financial and political figures of the last half of the nineteenth century are represented in the correspondence series, as are most industrial and political topics of the era, to say nothing, of course, of the wealth of material bearing directly on all phases of the history of the Burlington, its predecessors, and subsidiaries. The unit of records covered by each descriptive entry is sufficiently small and the descriptions sufficiently precise to permit the index to direct the searcher to almost the exact document wanted or to convince the searcher that no material on his subject is included in the collection.

Insofar as feasible the existing physical arrangement of the records has been followed in describing them, on the theory that the original arrangement in itself is an important element of value. The series or bundles are numbered in a classification scheme that arbitrarily assigns numbers to the individual companies that were absorbed into the Burlington and to other classes of companies. These main classifications are further divided decimally by subject and, at times, further divided by subject, type of record, or years, often indicated by letters or year designations. Gaps now existing in numerical sequences are not explained but may have been left in anticipation of additional material being added to the collection.

The main criticisms evoked by this *Guide* fall in the mechanical phases of presentation rather than in professional substance. The plethora of abbreviations for railroad and land companies that are used throughout the entries was probably unavoidably as a space saver, but it is awkward to have to refer continually to the list of abbreviations in the front to be reminded that the BrFt-K&Pac is the Brownville, Fort Kearny & Pacific. Similarly, the many names of individuals prominently associated with the Burlington's history dot the entries but the searcher must turn to the index to learn that David Rorer was general counsel of the Burlington & Missouri River Railroad (Nebraska) as well as an Iowa attorney and judge. These devices undoubtedly resulted in a much shorter guide, but they made it more difficult to use than would have been a somewhat longer guide associating abbreviations in the text more directly with their meanings and including in the text indications of the official or other positions of the various individuals mentioned.

For some reason the table of contents includes in outline form the first and second classification breakdowns as far as number 71, Private Land Companies, but thereafter omits it. Similarly, the meaning of a plus mark preceding certain classifications in the text remains unexplained.

The minor criticisms noted are not important enough to detract from an excellent guide, well executed, and of real use to the scholar and searcher.

E. G. CAMPBELL

Public Records Management, by Philip C. Brooks. *Public Administration Service Publication* No. 103. (Chicago, Illinois. Public Administration Service, 1313 East Sixtieth Street, 1949. Pp. 19. \$1.00.)

Into this brief pamphlet, Dr. Philip C. Brooks, Records Officer of the National Security Resources Board, has packed an amazing amount of information on public records management that should interest public officials, particularly on the state, county, city, and town levels.

The pamphlet aims to furnish a public official, who more likely than not is faced today with sizable records problems, with usable information about public records management. It is not an operating manual designed for a particular level of government. Instead it sets forth "general principles which can be applied, with appropriate modifications, to any office producing or housing records of public business."

While the importance of good records management is made clear throughout, the pamphlet concentrates upon five phases of records administration which can be developed into a records program by public officials. These include the controlled creation of records; current records management procedures; evaluation of records for retention or disposal; retirement of records by transfer or disposal; and archival administration of retained records. Each phase is treated in a clear, concise manner with the needs of the public official kept firmly in mind.

Some aspects of the work are deserving of special note. Recognizing that the enactment of adequate records legislation is often a stumbling block for public officials and that uniform wording of legislation is not feasible, the author has outlined fourteen major objectives of records legislation. Using these as a guide the public official should be able to work out legislation on the basis of his own needs.

Microphotography is discussed as one means of reducing the bulk of public records, but the official is warned that it is not a cure-all for all his records troubles. He is furnished with a set of criteria on which to judge whether or not his records series can be microfilmed advantageously. In much the same way he is informed of the bases on which records should be evaluated for retention or disposal in order to protect not only the administrative requirements of his own and other governmental agencies, but also the rights of the citizen and the needs of the researcher.

Records protection — important at every level of government but especially so at the city, county, town, and village levels where protective facilities are often inadequate — is treated as a phase of current records management. As one would expect emphasis is placed upon protecting records from destruction by fire, but other dangers are not ignored. Even the protection of records against unauthorized use is discussed and several bases of restriction are given, but the author points out that "in all cases the assumption should be that records of government are open to the public unless some special reason . . . properly rules otherwise."

More technical aspects of records management such as forms design, filing

methods and equipment, centralized and decentralized files, intermediate depositories, records sampling, and disposal schedules are included although in some cases they are treated only briefly.

Of particular interest to this reviewer are the nine steps that a public official should take in relation to his records. Undoubtedly they will startle the average official, although they are actually a review of his responsibility toward his records. Nevertheless, the observance of even a few of these steps by more officials would do much to improve records administration in public offices.

In this pamphlet the author has not only set forth with considerable success much useful information on records management, but he also has given public officials guidance in setting up records administration programs in public offices. A few minor points may be open to question, but the pamphlet is a real contribution to archival literature.

HOWARD W. CROCKER

New York State Department of Education

How to File and Find Correspondence Records. (Washington. United States Department of Agriculture, Office of Plant and Operations, O.P.O. Pub. No. 9, October, 1949. Pp. 25, including 10 exhibits.)

This little manual is "designed especially for use in offices of one or several operating officials, or small organizational units where official records are maintained" in the Department of Agriculture, as a guide for "records officers, clerks, secretaries and others who may have the responsibility for filing and finding correspondence records." It is one of a series of manuals on "records administration" in the Department, and is not meant to take the place of the *Procedure Manual for Records Management*, September, 1942 (reviewed in the *American Archivist*, January, 1943); rather, it is an additional guide especially for the nonprofessional, untrained personnel who have some responsibility for the care and maintenance of current records in the several offices of origin.

The manual is written in simple, nontechnical language. It includes the necessary information and in enough detail to be practical in meeting the needs of untrained personnel in the use of the subject-numeric system developed by the Department of Agriculture and adopted for use throughout the department. Explanations are clear and graphic, being illustrated with sketches, examples, and forms. The text is divided into five parts, including an introduction outlining the meaning of "records management," the division of responsibility for records management in the Department of Agriculture, and the purpose of this manual; and four parts devoted to "Planning and Installing the System of Arrangement," "Filing the Records," "Finding the Records," and "Keeping Orderly Records." Exhibits lettered from A to K include illustrations of the subject-numeric classification control list, the relative index, and folder and guide labels; examples of correspondence marked to indicate classification, filing, and indexing; and samples of the correspondence reference form, the continuity reference form, and charge-out forms. The lack of a table of con-

tents detracts somewhat from the usability of the manual, although it is short, with eleven of the twenty-five pages devoted to exhibits.

In issuing this good little manual, the Department of Agriculture is forging ahead in the direction it has already well begun in its orderly, systematic, and efficient efforts to gain control over the currently accumulating records of this large Department.

HELEN L. CHATFIELD

U. S. Bureau of the Budget

Guide to the Published Archives of Pennsylvania Covering the 138 Volumes of Colonial Records and Pennsylvania Archives, Series I-IX, by Henry Howard Eddy. With an Alphabetical Finding List and Two Special Indexes compiled by Martha L. Simonetti. (Harrisburg. Division of Public Records, Pennsylvania Historical and Museum Commission, 1949. Pp. v, 101.)

For many years a guide to the printed *Colonial Records* of Pennsylvania and the nine series of the *Pennsylvania Archives* has been a *desideratum*. The names of over a million early Pennsylvanians appear in the indexes to the various series, but there has been published no adequate analysis of the contents of those works which are invaluable alike to the historian and the genealogist of the Keystone State.

Mr. Eddy, State Records Officer of the Pennsylvania Historical and Museum Commission, has now met this need. His work admittedly is not definitive; as explained in the Foreword, it is intended for general reference only. The aim "has been to orient the investigator and to provide those significant facts which will enable him to evaluate properly such materials as he may select from one or another of the published series."

The *Guide* is divided into the following categories: (1) *Colonial Records* and *Pennsylvania Archives*, Series I-IX, in brief summary; (2) Finding Aides; (3) History of the Publication of *Colonial Records* and of the Nine Series of *Pennsylvania Archives*; (4) Appendix; and (5) Bibliography. Of major importance are the Finding Aids, which are further subdivided into: (a) Alphabetical Finding List, covering *Colonial Records* and *Pennsylvania Archives*, Series I-IX; (b) Index to Maps, Portraits, and other Illustrative Material Contained in the Ten Series; and (c) Index to Diaries and Journals Contained in the Ten Series. Such diversified subjects as records of the various counties (broken down into election returns, militia muster and pay rolls, tax lists, land warrantees and the like), papers of the governors, geological surveys, Indian deeds, Anthony Jacobz' map of part of North America (1621), Holme's map of Pennsylvania (1681), Col. Samuel Miles' Journal of the Battle of Long Island, and Count Axel Oxenstierna's portrait, are included.

In addition to the muster rolls and tax lists, genealogists will find ready references to vital statistics under the counties in which they are interested, such as marriages prior to 1810, under Bucks and other counties in which they are interested; Rev. Waldschmidt's baptisms and marriage records, 1752-

1786, under Lancaster County; records of the Egypt Reformed Church, under Lehigh County; and the like. Important from a genealogical viewpoint is the eight and one half page Appendix containing a list of names omitted when Volume V of the Seventh Series of the *Pennsylvania Archives* was published in 1915.

Many otherwise obscure items have been brought to light as a result of the publication of this *Guide*. For purposes of simplification and quick reference, it would have been better to have grouped the indexes to maps, portraits, and diaries with the Alphabetical Finding List. But this defect, if such it may be called, is minor and does not detract from the value of the work.

MILTON RUBINCAM

U. S. Department of Commerce

The Bulletin. Records and Proceedings of the Committee on Archives of the United Church of Canada. Number Two. 1949. (Toronto. The United Church Publishing House. Published in collaboration with Victoria University, 1949. Pp. 45.)

The present publication is the second in a series in which the Committee on Archives, United Church of Canada, intends to report on the progress of efforts to rescue and preserve archival material relating to the Church's three-fold heritage (Methodist, Congregational, Presbyterian).

The first three reports are concerned exclusively with Methodist records. *The Papers of Rev. Ebenezer Robson, D.D.* (Custodian: Provincial Archives, British Columbia) appear to be quite extensive. Dr. Robson went to Canada's west coast in 1859, and was for many years prominently identified with the advancement of Methodism in British Columbia. His personal diaries (1858-67 and 1880-1908), plus correspondence, are perhaps the most significant portion of the Collection.

The Albert Carman Collection of Victoria University is described as dealing "with a multiplicity of subjects related to Methodist history, polity, and doctrine." This is not surprising, as Dr. Carman was an outstanding Methodist administrator. The analysis of the Collection (which includes letters that range from 1852 to 1917, minutes, and reports) emphasizes the correspondence, especially that portion of it relating to the Methodist Episcopal Church in Manitoba, 1880-84.

The Methodist archives at Mount Allison, it is reported, were put in order early in 1949. The project brought to light considerable material pertaining to Methodist beginnings and development in the Maritimes.

Nine pages of *The Bulletin* are devoted to a report on early Protestantism in the Province of Quebec, but only two records are described. These are the minutes of the First Congregational Church, Montreal, 1832-57, and a record of the St. Francis Association of Congregational and Presbyterian Ministers, 1836-66.

The Quebec report presents intriguing historical data on several early

Protestant churches, but the reader is not gratified with a detailed list of the records from which the information was gleaned. This is a bit tantalizing, since the writer states: "Old records are being continually found."

A report from British Columbia offers a compilation of sources (published) as the basis for a history of the United Church in that Province.

One section of *The Bulletin* is given over to regional reports, the most promising of which relates to the arrangement of minutes, journals, and other materials in St. Stephen's Vault, Alberta Conference. Materials have been classified according to churches (Methodist, Presbyterian, United) and character (archival, historical, personalia). Earlier dates are scattered. The earliest minutes (Methodist) are 1873.

The Perkins Bull Collection, an accession of the United Church Archives, is described as containing prints, paintings, and a large amount of miscellaneous material (manuscripts, minutes, church registers, etc.) used as source data for histories of Peel County, Ontario. The only individual items listed are pictures (country scenes) by name of artist and title.

All in all, *The Bulletin* should stimulate and furnish valuable guidance to researchers in Canadian church history. Particularly heartening is the promise in the Foreword that "descriptions of documents and special collections available for research and reference . . . will increase in importance with each number." Subsequent issues will be awaited with interest.

GORDON F. PALMER

The Crusader (Northern Baptist Newspaper)

Pictures and History, by G. Hubert Smith. Bulletins of the American Association for State and Local History, Volume 2, No. 3. Pp. 75-99. (Montpelier, Vermont. The Association, 1949. \$0.35.)

This study has mainly to do with the maintenance by historical societies and other similar organizations of a reference library of photographs, prints, wood-cuts and the like, relating to national and local history, suggesting the importance of establishing such a library as an adjunct of the customary book library usual in such organizations.

Mr. Smith, who is curator of the museum of the Minnesota Historical Society, approaches his subject in a realistic way. He assumes, and rightly, that his readers are in a large part, like himself, engaged in the administration of historical societies and similar institutions. Likewise he assumes that, although they have libraries of books, documents, and manuscripts, they do not already have *picture* libraries. He thinks they should have them.

He then proceeds to remark the steps to be taken to collect, classify, arrange, and file such items. Old pictures, he thinks, should be distinguished from modern ones. Everything should be assembled in direct reference to the community and its history. He then discusses the methods by which these pictures may be collected, either by donations from clubs, hobbyists, or individuals, by purchase or by deposit on the part of those owning them.

Next, he lists obtainable pictures by sorting them into groups relating to

homes, stores, streets, public buildings, and individuals. The past should be given its due, he thinks, but attention ought to be given to the present which may soon become the past, no matter how trivial.

He then proceeds to the problem of further classification, filing, and preservation. The source must be considered, as also the authenticity of the descriptive information. Everything ought to be properly titled and cataloged for posterity, just as is done with books in a library. He proposes what he calls the five W's:—What or who is the subject? Where was the view taken? When was the picture made or to what period does it belong? Who made it? Why and how was the view made?

As to the matter of keeping proper records, putting on titles and labels, and storing and preserving pictures, the author suggests possible arrangements such as landscapes, panoramic views, scenic views, street scenes, town views, battle scenes, episodes, pictures of buildings, interiors, vehicles, ships, boats, and similar subjects.

To organizations so long established as to have solved all the problems of making and maintaining a good picture reference collection, much of this may seem "old stuff." Yet Mr. Smith's audience among the members of the Association will no doubt include many not so fortunate. To be all inclusive the author might well have put forward more suggestions of where to draw the line on what to keep and what *not* to keep within the limitations of space and need. Here the *new* pictorial library has the advantage over the older and the author is obviously concerned largely with the new. Not every organization has the opportunity to "start from scratch" and the process of rejection and "weeding out" requires diplomacy, discernment, and patience.

Probably Mr. Smith's greatest contribution to the proper establishment and maintenance of pictorial reference collections is his proposal that everything depends on the choice of materials, the acceptance of the relevant and the discarding of the irrelevant as well as the prompt, undelayed classification and indexing of material so that there is a permanent "place for every thing and every thing in its place."

ELMER MUNSON HUNT

New Hampshire Historical Society

Government of Northern Ireland, Public Record Office. *Report of the Deputy Keeper of the Records for the Years 1938-1945*. (Belfast. His Majesty's Stationery Office. 1947. 127 p.)

Government of Northern Ireland, Public Record Office. *Report of the Deputy Keeper of the Records for the Years 1946-47*. (Belfast. His Majesty's Stationery Office. 1949. 131 p.)

Because of restrictions on printing, the publication of annual reports by the Public Record Office of Northern Ireland was suspended during the war and delayed during the postwar period. These two issuances cover the resulting ten year gap. As might be expected, considerable attention is given to the effects of war on the activities of the Office. The war-related activities reported

on include the precautions taken against possible air raids; the introduction of microfilming to provide security copies of more valuable records; damage to records due to war storage; attempts to prevent destruction because of appeals for waste paper of records having historical value; and the gathering of materials for the war record of Northern Ireland from 1939 to 1945. In addition, the war meant curtailment of investigation and reproduction of records relating to Northern Ireland that are in British repositories, a project since resumed.

Each report includes a listing of records received by the Office from Government agencies and documents or collections of documents from private persons or estates. The contents of some of these collections are described in more detail. Of particular interest to scholars of American history are the reports on records pertaining to the kidnapping of Skye Islanders by Norman McLeod in 1739 for transport to the American colonies and on the diary of James Stephens, Fenian leader in America during the nineteenth century. Name indexes to documents that are given in appendices to the reports will be useful to the family or local historian but give little information to the researcher interested in subject matter content.

HOMER L. CALKIN

U. S. Department of State

Central African Archives. A Report by the Chief Archivist for the Period 1 September 1947 to 31 December 1948. (Salisbury. The Government Printer, Lusaka, Northern Rhodesia, 1949. Pp. vii, 102. Illustrations. Not priced.)

This report relates to the story of the development of the Central African Archives for the provinces of Southern Rhodesia, Northern Rhodesia, and Nyasaland. It is the story of steady growth and progress despite many handicaps. Although the Rhodesias and Nyasaland will seem remote to many members of the Society, the reader of this report will find a remarkable familiarity in the problems presented and a kindred spirit in the faith and courage with which such problems are met. Archivists throughout the world will not only profit from a professional point of view by reading this report but will also immensely enjoy the format, the fine illustrations, and the clear readable prose.

It is declared that "the archivist's primary responsibility is towards records as tools of administration and not as material for history." With this thought in mind the collections of the archives are discussed and the ways and means of the control of public records through systematic disposition are outlined.

The staff of the Central African Archives deserves praise for what they have already accomplished as well as for the preparation of this unusually attractive and interesting contribution to the field of archival literature.

HUGH M. FLICK

New York State Motion Picture Division

Handbook of the Massachusetts Historical Society 1781-1948. (Boston. Massachusetts Historical Society, 1949. Pp. 182. Illustrations. Not priced.)

Handbooks are handbooks. They are not good reading, but like the programs at the theater or the ball park they are invaluable for their purpose. This volume offers a list of officers, standing committees and current (1948) members; a page listing the five founders of 1790 and the five associates of 1791; an alphabetical list of all members, 1791-1948; a chronological list of honorary members, 1857-1948; legislative acts relating to the Society; the by-laws; pictures of James Sullivan, Jeremy Belknap, the fourth and present homes of the Society, and its first bookplate; a list of files of early American newspapers; major collections donated to the library; and the more important articles to be found in the "Cabinet," of which the portrait gallery offers the most interesting items. Regular and Special Publications are listed by volume, series and publication date, without duplicating in any way the descriptive data and indexes for which the reader must turn to the Society's *Handbook of the Publications and Photostats* (1937).

Impressive to anyone in academic work is the eleven page list of endowment bequests, totalling over a million dollars. To the archivist and historian the list of major manuscript collections is the most valuable section of the work. Account books, small diaries, short journals and log-books are not included and descriptive notes are held to a minimum.

If any criticism is to be made, it must be of the historical sketch with which the book opens. The Massachusetts Historical Society has long occupied a unique niche in the intellectual history of this country. One may be pardoned the wish that Stewart Mitchell had allowed himself to elaborate on the development and contributions of the Society, putting it in its setting in the cultural scene rather than treating it as an isolated specimen. I, for one, hope that he has in mind a real history of what he here dubs "certainly the oldest, probably the greatest, and still, alas, the most exclusive historical society in the United States." In offering this "first complete description ever to be attempted" of this distinguished institution, he is off to a good start useful in its own right.

CLIFFORD L. LORD

Wisconsin Historical Society

Inventaris van het Archief van den Drossaard van Brabant en van den Provoost-Generaal van het Hof en van de Nederlanden, by M. Vanhaegendorpen. (Brussels. Algemeen Rijksarchief, 1949. Pp. 23.)

The office of *drossaard* was instituted in the thirteenth century by the duke of Brabant, and the office of *provoost-generaal* was created in the fifteenth century by the Burgundian rulers, who endeavored to increase centralization of all government functions. Both officers exercised police and military powers, the former only for the duchy of Brabant, and the latter for the whole of the southern Netherlands (now known as Belgium). Their archives contain documents beginning with the year 1368. On pages 17 to 21 the documents of the

drossaard's office are briefly tabulated, while those of the *provoost-generaal* are listed on pages 22 and 23. In these lists no document is mentioned that is dated before the year 1567.

ALBERT HYMA

University of Michigan

The Indian Travels of Thevenot and Careri: being the Third Part of the Travels of M. de Thevenot into the Levant and the Third Part of a Voyage round the World by Dr. John Francis Gemelli Careri. Indian Records Series, edited by Surendranath Sen. (Queensway, New Delhi. National Archives of India, 1949. Pp. lxiv, 434. Maps, illustrations, notes, bibliography, and index. Rs. 20/-.)

Students of Mughal and British India will welcome the renewal of the Indian Records Series publications after a lapse of thirty-six years since 1913. The Government of India authorized the Indian Historical Records Commission in 1942 to renew this important research into the publication of Indian historical records. *The Indian Travels of Thevenot and Careri* represents the first publication in the new series. The book is well illustrated, annotated, and indexed. The sixty-four page introduction is an excellent product of historical research, not only into the lives and travels of Thevenot and Careri, but into the records left by virtually all 16th and 17th century European travelers to India, including data bearing upon the upper Dekkan including the Ellora caves visited by Thevenot, and the Malabar coast including the Buddhist caves at Kanheri visited by Careri.

The Thevenot manuscript which contains the traveler's observations in 1666-1667 and the Careri manuscript covering most of the year 1695 both fall within the period of the reign of Aurungzeb, 1659-1701. The atmosphere of late seventeenth century India, both factual and fictional, is the chief contribution of these old publications now made generally available to twentieth century scholars.

ELMER H. CUTTS

Northeastern University

Historia de los Archivos de Cuba, by Joaquin Llavariás. Segunda edición. [Publicaciones del Archivo Nacional de Cuba, XXIV.] (Habana. Talleras del Archivo Nacional, 1949. Pp. xx, 429.)

It is now nearly forty years since Captain Llavariás published his classic volume, *Historia de los Archivos de Cuba*. It was the first of its kind in the Western Hemisphere, and a model which unfortunately has not been followed in many other countries. Now, after celebrating on July 11, 1949, the golden anniversary of service to the Cuban people and the National Archive, he has brought out a second edition of this valuable work.

The first part of the new edition reprints the text of the original edition of 1912, with minor editorial changes and some explanatory and additional foot-

notes. Here is told the story of the founding and development of the National Archive during its first seventy-two years of existence. The decrees affecting its organization are cited, the buildings in which it was housed are described, and the men who directed its destinies are mentioned with an indication of their contributions. The accessions of documents are set forth, and there is a descriptive listing of the various collections of archivalia as they existed in 1912. A briefer portion relates to some of the provincial, municipal, and other archives which contained materials important for Cuban history.

The second part of the new edition continues the story from 1912 to 1949. It is largely the record of the work and results of the labors of Captain Llavariás himself, who for nearly three decades has been the energetic and consecrated director of the National Archive. The pertinent legislation is analysed, the new accessions are detailed, and the work of arrangement, classification, and cataloging is set forth. The outstanding achievements, however, have been the celebration of the centenary of the Archive in 1940, the construction and dedication of the new and adequate building to house the treasures, and the extensive and valuable series of publications which have appeared in recent years. The work of the Permanent Directive Council on Archives is described, and some attention is given to other archives. The volume is well documented with extensive quotations from documents which reveal the interest and care which has been given by Cuba to the records of her past.

The preface to the first edition by Francisco de Paulo, then secretary of the Academy of History, and a preface to the second edition by Emeterio Santovenia, chairman of the Council on Archives, are included. Numerous excellent illustrations add to the value of the work, which was produced by the Press of the Archive.

Captain Llavariás is to be congratulated on being able, after such a lapse of time, to make this new outstanding contribution to archivology. The Cuban Government and its Archive have every reason to be proud of the fact that he has been permitted to effect the publication of two editions of the *Historia de los Archivos de Cuba*.

ROSCOE R. HILL

Washington, D. C.

Gold and the Gospel in Mashonaland 1888, Being the Journals of 1. The Mashonaland Mission of Bishop Knight-Bruce [and] 2. The Concession Journey of Charles Dunell Rudd, edited respectively by Constance E. Fripp, M. B. E., and V. W. Hiller. (London, Chatto & Windus, 1949. Pp. ix, 246. 25/- net.)

This handsome volume forms the fourth title in the Oppenheimer Series, a publication of the Central African Archives, Salisbury, Southern Rhodesia. The original journals here published are in the Archives. According to the Preface by V. W. Hiller, Chief Archivist, both manuscripts were already edited when it was decided to combine them in a further volume in the Series. This plan necessitated certain adjustments; the work of re-editing fell to C.

G. Allen, Chief Assistant, Central African Archives. Mr. Hiller explains, however, that "it is not the normal policy for any official of the Central African Archives to be engaged in editing historical manuscripts, nor is it the practice of this institution to express any views on historical matters."

It is interesting to compare this practice in Southern Rhodesia with that in Mauritius. In 1949 the Government of Mauritius published *A Short History of Mauritius*, which was co-authored by the Archivist of Mauritius. The writing of this history may have been, of course, a departure from normal practice, as was the editing of the volume under review.

CARL L. LOKKE

National Archives

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News Notes

MARY C. LETHBRIDGE, Editor

The National Archives

SOCIETY OF AMERICAN ARCHIVISTS

Dr. Waldo G. Leland, Director Emeritus of the American Council of Learned Societies, was honored by the award of an Honorary Membership in the Society of American Archivists following his address at the joint luncheon session of the Society with the American Historical Association at Boston, December 29, 1949. He was presented with a certificate citing his "eminent service to the field of archival economy" and his "interest in the preservation of sources for research into the history of the American people." The President of the Society, in presenting the certificate, pointed out that while Dr. Leland's address (published elsewhere in this issue of *The American Archivist*) mentioned only his archival activities up to the first World War, he had continued to be a leader in the movement for establishment of the National Archives, had been one of the organizing committee of the Society, had been its President from 1939 to 1941, and has recently assisted the organizers of the International Council on Archives. Dr. Leland is now a member of the Executive Committee of the United States National Commission for UNESCO, and Chairman of the Advisory Board of the National Park Service.

About fifty persons attended the luncheon, at which honor guests were Dr. Ricardo Donoso, Archivist of Chile, and Dr. Silvio Zavala, President of the Commission on History of the Pan American Institute of Geography and History.

Report of the Editor

This report covers the production of the four numbers of *The American Archivist* issued between October 1948 and July 1949. Only the July number was the responsibility of the present editor.

At the 1948 annual meeting of the Society of American Archivists the secretary announced that the undersigned had been selected editor for a term of three years to succeed Margaret C. Norton, who had resigned effective July, 1949. The debt of gratitude the Society owes to Miss Norton is great indeed. Building upon the effective editorial work of the late Theodore C. Pease, Miss Norton developed *The American Archivist* into a journal which Secretary Cappon recently described as "the greatest single asset of the Society." Miss Norton sought to make *The American Archivist* a "lively professional journal . . . reflecting the varied interests of the Society." The volumes produced under her editorship are ample evidence of her success in achieving this goal. The well-balanced combination in each issue of scholarly, professional articles and short, practical, informative notes on archival techniques and practices

was in itself a notable accomplishment. She gave the journal a much appreciated "new look," and added several features, including the "Archivist's Bookshelf," the "Have You Seen" column, illustrations, and advertising. The Society and the new editor are fortunate, therefore, that Miss Norton's experience and wise counsel are not to be lost to them by her resignation, since the Council has acted to retain her services as an Honorary Member of the Editorial Board.

The four issues under consideration contain approximately 420 pages of text and 12 illustrations. Twenty-two formal articles submitted by 20 different authors, filled about 220 pages. The subject matter of these articles is shown in the following table:

Technical topics (microphotography, inks, papers, preservation, equipment)	7 articles
Records management (including disposal)	2 articles
Foreign and international archival activities	4 articles
Federal agencies (including Jameson biography)	2 articles
Institutional archives (business and university)	2 articles
Manuscripts (Jefferson project)	1 article
State Archival programs (Wisconsin, Pennsylvania)	2 articles
Use of records (personnel records)	1 article
SAA activities (annual meeting)	1 article

The remainder of the pages were taken up with SAA reports, news notes, book reviews, advertising, and bibliographical data, including "Have You Seen," the "Archivist's Bookshelf," the "Writings on Archives and Manuscripts."

Dr. Richard G. Wood, review editor, secured and published 48 reviews, an average of 12 reviews per issue. Of these, 35 were written by members of the SAA, and 13 were authored by non-members. In October 1943 there appeared what Dr. Wood calls "the National Archives issue," in which all reviews but one came from members of the National Archives staff. Since that time, it has been the policy of the review editor to redress the balance between Washington and the rest of the nation. Of the 48 reviews mentioned above, 42 were written by persons *not* on the National Archives staff and 35 were written by persons outside of Washington, D. C. Indeed, Dr. Wood has ranged geographically in seeking reviewers from South Africa to Great Britain and Germany. A word may be said about his method of recruiting reviewers. In 1944, cards were sent to all SAA members asking them to state the fields of archival activity in which they considered themselves potential reviewers. Since then new members have received these "reviewers cards" as they joined the Society. Many reviewers are selected from this source, but Dr. Wood extends his list of potential reviewers by searching the pages of other professional publications for and by soliciting names from friends and associates. Certainly the Society is much indebted to Dr. Wood for his conscientious and energetic conduct of his section.

The news notes section, under the editorship of Mrs. Mary C. Lethbridge, is perhaps the most widely read portion of the journal. Without this section, the magazine surely would lose much of its current interest and reader appeal.

Mrs. Lethbridge now is frequently able to furnish the editor with more news copy each issue than space available can accommodate. This results chiefly from her careful examination of current professional publications and her wide personal contacts made in the course of her work at the National Archives. In spite of her best efforts, however, Mrs. Lethbridge was able to secure news items from only 26 of the 48 states. Therefore, she urges all members of the Society, and particularly the members of the Council, and the Editorial Board, to consider themselves responsible not only for forwarding news about their own activities, but also for reporting news of the geographical area in which they work. Only thus can the news notes section achieve its goal of keeping our readers fully informed of all significant developments in the profession.

Perhaps a few words are appropriate here with respect to the fact that all of the editorial staff of *The American Archivist* now are National Archives employees. This situation has not resulted from the fact that the editor is on the staff of that agency. The review editor, the news notes editor, and the compiler of the writings on archives and manuscripts have always been National Archives employees. The reasons for this are quite simple. Most of the current literature, foreign or domestic, in the archival and manuscript field quickly finds its way to the National Archives Library. The stream of visitors to the National Archives from archival agencies all over the world has always been great and is steadily growing. The extensive correspondence of National Archives officials with the leaders in the profession is a gold mine of information. Fortunately for the readers of *The American Archivist*, most of the data from these sources is freely placed at the disposal of the editorial staff. The editor benefits, too, not only by the fact that he can consult personally with his section heads, but also because he can have almost daily contact with leaders in the profession. Nevertheless, the editorial staff is quite conscious of the danger that national and international matters may be overemphasized under these conditions. Therefore, considered effort is made to offset this possibility. Indeed, the editor consciously seeks to plan and produce a journal that will reflect archival activity in all fields and at all levels while combining practice and theory in proper balance.

A separate report has been submitted by Lester W. Smith, the compiler of the "Writings on Archives and Manuscripts." The professional significance of the "Writings" as a compilation should be stressed here, however, and mention should be made of the endless hours it requires to produce it. Mr. Smith has agreed to take over from Dr. Wood the responsibility for the "Have You Seen" column, since that feature is bibliographical in character. Dr. Wood also feels that he should be relieved of the editorship of the "Archivist's Bookshelf," but until a person can be found to assume the task, the responsibility will have to remain in his capable hands.

The Society also owes its thanks to Daniel F. Noll for his short notes on various aspects of microphotography. At least two of these contributions have been reprinted and widely distributed in circles not normally reached by *The American Archivist*, thus publicizing both the Society and its journal.

Our advertising manager, William D. Overman, has succeeded in securing three firms to advertise regularly in *The American Archivist*. It is hoped that their patronage will continue. It is quite clear, however, that an expansion of the advertising program is essential if the Society is to extend its publication activities or, perhaps, even to continue present operations, should printing prices continue to rise. Members of the Society are urged to inform Mr. Overman of any potential advertisers that are known to them, and it is recommended that the Council give consideration to the problem of devising ways and means of assisting Mr. Overman.

Relations with The Torch Press have been entirely satisfactory. The typographical work of the Press has been of the highest quality—in some instances no more than four printer's errors have been found in galley proof as submitted to the editor. Publication has been prompt and distribution to the membership has always been completed before the end of the month of issue. The editor is particularly grateful to Mr. Paul R. Strain, whose patience, advice, and cooperation have made the preparation of copy for the printer a pleasure. In view of these facts, it is recommended that the Society's working agreement with The Torch Press be continued.

There are, of course, numerous problems of policy confronting the editor. These will be taken up with the Editorial Board as soon as the editor is "squared away" in his job and feels certain that the editorial "ditty bag" is sufficiently full to guarantee publication of the magazine for several issues in advance. In the meantime, the editor not only will appreciate receiving voluntary contributions of articles for possible publication, but will welcome also suggestions from all concerned looking toward the improvement of the journal as an organ of the Society of American Archivists and the profession it seeks to serve.

KARL L. TREVER, *Editor*

September 19, 1949

THE NATIONAL ARCHIVES AND RECORDS SERVICE

The National Archives Establishment, which on July 1, 1949, became a part of the newly created General Services Administration, was converted into the National Archives and Records Service of GSA on December 1. In addition to the Office of the Archivist, NARS consists of the National Archives, the Division of the Federal Register, the Franklin D. Roosevelt Library at Hyde Park, N. Y., and a new Records Management Division. Theodore R. Schellenberg has been appointed Director of Archival Management, with responsibility for the internal operations of the National Archives, and Herbert E. Angel, formerly Director of Office Methods, Department of the Navy, has been made Director of the new Records Management Division.

By the end of 1949 there were practically 900,000 cubic feet of the permanently valuable records of the Government in the custody of the Archivist of the United States. Recent transfers include the original statutes, 1941-47, completing this series of records in the National Archives from 1789 to 1948.

Other important bodies of records received include correspondence and other papers relating to the 20th and 21st Amendments to the Constitution; correspondence between the Wright brothers and the Weather Bureau relating to the selection of Kitty Hawk as the site for their experimental flights and telegraphic reports to the Bureau on their first successful flights; parts of the Army quartermaster general's files, 1922-35, which document at the top level the Army's procurement policies and plans during the period between the two World Wars and provide the background of the logistics problems of World War II; and the patent files, 1918-45, of the Department of the Air Force, which contain technical data necessary for the perfection of needed inventions, the evaluation of new materials, and the protection of rights derived by the Government through the sponsorship of patents.

The large-scale program to reproduce on microfilm American diplomatic and consular records pertaining to the Far East in the period before 1906 was completed recently. In addition to such records previously filmed, microcopies have been made of despatches from United States diplomatic representatives in Japan, 1900-1906 (9 rolls); despatches from United States minister to Korea, 1884-95 (10 rolls), and to Siam, 1882-1906 (9 rolls); despatches from United States consuls in Nagasaki, 1870-1906, Kanagawa, 1861-80, and Yokohama, 1897-1906 (21 rolls); and notes from the Japanese Legation in the United States to the Department of State, 1858-1906 (9 rolls). Other important groups of records reproduced include letters sent by the Secretary of War to the President of the United States, 1820-63 (5 rolls), and records relating to the suppression of the African slave trade and to Negro colonization, 1854-72 (10 rolls).

In the last 6 months of 1949 more than 2,200 rolls of microcopies, containing reproductions of more than 1,000,000 pages, were sold. One State university placed a \$3,000 order for microcopies of practically all the State Department records that have been filmed to date.

The *Fifteenth Annual Report of the Archivist on the National Archives* and the *Tenth Annual Report on the Franklin D. Roosevelt Library* for the year ending on June 30, 1949, have just come off the press. Another recent publication is a preliminary inventory of the records of the United States Senate for the First through the Seventy-ninth Congress. Free copies may be obtained from the National Archives and Records Service. A manual on the *Disposition of Federal Records* has also been published. Free copies may be obtained from NARS by Federal agencies; the manual is for sale to others by the Superintendent of Documents, Government Printing Office, at 25 cents a copy.

LIBRARY OF CONGRESS

Lester K. Born has been appointed Special Assistant on Microfilm Program in the office of the Assistant Director for Acquisitions, Processing Department. Dr. Born comes to the Library after a tour of duty lasting for four and one-half years with the U. S. Military Government in Germany, first as an officer,

when he served as Chief Archivist at the Ministerial Collecting Center, then as a civilian as Archives Officer in the Monuments, Fine Arts and Archives Section, and finally as Chief of the Archives and Libraries Section. Dr. Born's duties will be to plan the Library's program for microfilming materials, predominantly in foreign archives, to be added to the collections. Planning will involve the selection of materials and negotiation with foreign governments and institutions for clearance to copy the materials. It is the Library's intention to develop and expand the microfilming of collections as a means of making rare and valuable materials, such as ancient Biblical manuscripts, available to scholars and libraries in this country. Much of this work will be carried forward on a cooperative basis with other libraries and organizations of scholars.

In cooperation with the Library of Congress, the American Microfilm Center has drawn up plans for the microfilming of the "Congressional Record" since 1873, the first year of its publication by the Federal Government. Designed especially for libraries and educational institutions, the 35mm. film will be available at a base rate of \$6.00 per 1,000 pages. Approximately 628,000 pages are involved. The film is to be prepared for the American Microfilm Center by the Photoduplication Service of the Library of Congress under the terms of an arrangement whereby the original negative will be deposited in the Library. The complete film will occupy several cubic feet of space. The printed version of the Congressional Record occupies as much space as several thousand books of average size. For further information write to the American Microfilm Center, 2153 Florida Avenue, Washington 8, D. C.

DEPARTMENT OF DEFENSE

The Departmental Records Branch, which, under The Adjutant General of the Army, serves as the joint depository for the noncurrent records of headquarters agencies of the Army, Air Force, and Defense Departments, is nearing the end of its seventh year of operations as a major records center of the Federal Government. Established in Washington as the War Department Records Branch in 1943, when it served only a single executive department, DRB now has in custody about 200,000 linear feet of permanent-type records for the World War II and early postwar years — a figure that does not include about 100,000 additional feet of transitory-type records that meanwhile have been screened from the accessioned holdings and disposed of as useless records. This 2-to-1 quantitative ratio for headquarters records continues as the norm in the Branch's current operations. At the same time, the qualitative aspects of DRB's records control program have been continuously emphasized, without short-changing the quantitative aspects of records management. Thus, the Branch's record group pattern, devised in 1943 as an orderly, hierarchical scheme of about 50 major record-group creating agencies to which all of the thousands of records series could be attributed, has recently been re-examined and sub-divided to about 300 subordinate groups, each one normally representing, first, a delimitation that distinguishes sharply between

the central files and the decentralized files of a given bureau and, second, a delimitation into wartime and postwar "period" groups. For each wartime record group the Branch has prepared a "Record Group Summary," which serves both as an internal registration of that group and as an entry in a published *Guide*. Along with these essential organizational and period controls, the Branch has a subject-matter control system, represented by a comprehensive 5 x 8 card catalog which was launched in 1947 and which now extends to about 3,000 different entries or 12,000 multiple-copy entries. By a careful adaptation of some of the best features of several archival, library, and offset-reproduction techniques, a given entry appears in the alphabetically-arranged catalog on an average of four places, under several functional, geographical, organizational, and other "subject" headings. These headings have recently been standardized and defined at a level that is regarded as both general and specific enough for most predictable research needs. The catalog is a highly workable, economical device for introducing both the research specialist and the Branch's reference personnel to the holdings on a given broad subject. Supplementing these organizational, chronological, and subjective tools, the rest of the Branch's finding-aid and reference-service programs call for the more conventional descriptive inventories, some of them at the series level and others at the file-item level of detail; its series of "Reference Aids," which contain selective listings of file items on particular subjects that cut across particular record groups and series; and its monthly accessions lists. Most of these reference tools, whether in narrative, list, or card form, are selectively disseminated to authorized users of the records, and supplement the Branch's regular reference service, such as search-room service, telephone consultation, and loan service.

* * *

Air Material Command, Wright-Patterson Air Force Base is seeking an archivist grade GS-7, entrance salary \$3,825 per annum, to assist in setting up and maintaining a motion picture film depository at that Headquarters. The general duties of this position are as follows:

To study and evaluate motion picture films of the United States Air Force film depository to determine their legal, administrative and research value; to assist in establishing standard procedures for records control for such motion picture films in accordance with archival principles; to render reference service by subject matter on motion picture film in custody; to prepare for publication informational material on motion picture film in custody.

Interested persons should submit Standard Form 57 (Application for Federal Employment) to Headquarters, Air Materiel Command, Wright-Patterson Air Force Base, Dayton, Ohio, Attn: MCACXC, H. W. Hoover.

AMERICAN HISTORICAL ASSOCIATION

The extensive interest of the Federal Government in historical activity, including historical writing and research and the preservation and administration of records and other historical evidence, was discussed at a session of the

American Historical Association at Boston, December 29, 1949, in which several members of the Society of American Archivists took part. Dr. Guy A. Lee, of the National Security Resources Board, who organized the session, presented the main exposition, and was followed by Prof. R. H. Newhall, of Williams College; Prof. Roy S. Nichols, of the University of Pennsylvania; and Dr. Ray S. Cline, of the Central Intelligence Agency. Prof. Charles Sydnor, of Duke University, presided. One hope of those who spoke and those who took part in subsequent discussion was for closer cooperation among archivists and historians. The Association at its business meeting expressed its interest in the writing of history in the Government and in the preservation and administration of records; it also authorized appointment of a committee to study the problems and to promote greater cooperation between the Government and private scholars. It was announced at the annual dinner that the association would receive \$80,000 under the will of David Maydole Matteson, formerly of Cambridge, to carry on indexing and calendaring documents.

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

The December meeting of the Conference heard a discussion of records management in the field. Everett O. Alldredge, Chief, Field Program Planning of Navy's Office Methods Division, dealt with the central coordination and direction of his agency's field records program. Bernard L. Michel, District Records Management Officer at Norfolk, Va., and Mrs. Ruth E. Stewart, Records Administrator at the Naval Research Laboratory in Anacostia, D. C., described the operations of the Navy program at the regional and activity levels respectively. Raymond B. McNair of the Public Health Service presided at this meeting and John F. X. Britt, Records Officer of the Federal Security Agency, took charge of the annual Christmas reception which followed.

In January the Conference considered "The Relationship of Equipment to Records Management." Such matters as procurement policies and problems, equipment conservation, and Federal Supply Service specifications were discussed. Speakers were Clyde Matthews, Federal Supply Service, General Services Administration; Monroe H. O. Berg, Bureau of Internal Revenue, Department of the Treasury; and James Scammahorn, Office of Budget and Finance, Department of Agriculture. Mrs. Dorothy Luttrell of the Records Administration Division, Department of Agriculture, and vice chairman of IRAC presided.

Allen Humphrey of the General Accounting Office was in charge of the "Records Inventories" session for February. Particular emphasis was placed on such factors as timing, methods, content, purposes, and use of information gathered. Sharing the platform with Mr. Humphrey were Samuel Heller of the Records Management Service, Veterans Administration, and James Hindle, Records Officer of the Securities and Exchange Commission.

Miss Helen Chatfield, Record Officer of the Bureau of the Budget, planned the March meeting on records arrangement, classification, and indexing.

The Steering Committee has arranged to have Jess Larson, Administrator of the General Services Administration, and Wayne C. Grover, Archivist of the United States, speak at the April meeting on the records management program and policies of the GSA.

COLLEGE AND UNIVERSITY ARCHIVES

On December 8 at the Catholic University of America, the new Department of Archives and Manuscripts described in the October, 1949, issue of *The American Archivist*, was blessed and formally opened by Archbishop Patrick A. O'Boyle, Chancellor of the University, in a rarely used but official Catholic ceremony found in the liturgical book called the *Rituale Romanum*. It reads in translation:

O God, Lover of truth and justice, graciously pour forth Thy blessing upon this archives that has been set up to preserve historical documents and official papers from harm through the passage of time and at the hands of men. May it remain safe from fire and other dangers, and may all who come here to study consciously strive for truth and justice, and advance in love of Thee. Through Christ our Lord. Amen.

Prefacing this part of the ceremony, which took place in the archives room itself, there were brief remarks before a gathering in the foyer of the Mullen Library, in the basement of which the department is housed. Officials of the University joined at a luncheon in honor of the institution's patronal feast day several distinguished guests, including Solon Buck, chief of the Manuscripts Division of the Library of Congress, Philip Brooks, president of the Society of American Archivists, and Karl Trever, editor of *The American Archivist*. The Reverend Henry J. Browne, archivist of the University, acted as chairman. Dr. Wayne C. Grover, Archivist of the United States, expressed felicitations in the name of the National Archives and pointed out the spirit of cooperation which had marked the relations of the University and that institution. The work of preserving the record of the national past in which the new department now shared was, he maintained, to be a service not just to one institution nor even to the country, but in effect to all civilized mankind. The Reverend John Tracy Ellis, professor of American Church history and a leader in organizing the new department, spoke of the hope of adding to the University's manuscript collections so as to make it even more of a center for the study of the Catholic element in the American past. Dr. Ernst Posner of American University expressed the gratification of the archival profession at this happy beginning. He said in part:

To the student of archives administration who raises his sights from the present gathering to wider perspectives, it might seem that, in the Catholic University of America archives two important lines of historical development converge. One of them represents, of course, the magnificent tradition of the Catholic Church in matters of archives preservation. The Vatican Archives, tracing its beginnings back to the time when the records of the martyrs were first collected, gives ample evidence of the splendid care that archives have received as a tool of the Church's governance of spiritual and temporal affairs, and the development reached its crowning achieve-

ment when in January 1881, the *Archivo Segreto del Vaticano* was thrown open to the scholars of the world . . .

The second line of archival development that I mentioned had its origin in this country. After it had been recognized that records constitute indispensable source material for research in history and other fields of knowledge, American scholars urged and secured the establishment of a repository for our Federal records. It was soon discovered, however, that in a free country like ours, the life of the nation unfolds itself in a multitude of institutions and that their records, too, must be preserved if we hope to write the history of the nation in its fullness. Hence the increasing attention that we have learned to pay to archives of a semi-public and non-public character, among them the archives of American universities and colleges.

TRAINING OF ARCHIVISTS

A training center in records management and archives administration, projected for opening in San Francisco on November 8 at the University of California Extension center, has been temporarily postponed.

The center was planned by University Extension in cooperation with the National Records Management Council. Its basic purpose, according to Dr. William K. Schmelzle, head of U. C. Business Administration Extension, was to provide individuals with the technical knowledge necessary to convert their records "from liabilities into assets." Course instructors, in addition to guest lecturers, were to have been Emmett J. Leahy, executive director of the National Records Management Bureau, and John D. Bayless, director of the United States Naval Records Management Center, San Bruno.

Topics slated for discussion included: Planning and Organizing for Records Management and Archives Administration; The Hoover Commission Project — A Case Study in Records Management; Controls on Record Making and Record Keeping; Classification and Organization of Records and Management Reference Service; Records Inventory, Appraisal, Disposal and Transfer; Records Center Planning and Operation; Microfilming, Equipment and Supplies, and Business Photography; Assignment and Discussion of Case Studies; and the Role of the Archivist in Business Records.

Intensive courses in archives administration, the preservation and interpretation of historic sites and buildings, and genealogical research will be offered by The American University, Washington, D. C., as a part of its summer session beginning June 12, 1950. Organizations cooperating in one or more of the courses include the Library of Congress, the National Archives, the National Park Service, the Maryland Hall of Records, and Colonial Williamsburg, Inc.

The sixth annual course in the *Preservation and Administration of Archives* will open on June 12 and continue through July 8. In addition to lectures, the course provides laboratory experience in the National Archives, the Library of Congress, and the Maryland Hall of Records. Special lectures and laboratory work will be available for those concerned mainly with the administration of current records. Ernst Posner, Professor of History and Archives Administration of The American University, will be director of the course.

The Institute in the Preservation and Interpretation of Historic Sites and Buildings, first offered in the summer of 1949, will be repeated from June 12 through July 1. Under the direction of Donald Derby of The American University, meetings of the Institute will be held in Washington during the first two weeks of the course and in Williamsburg during the last week. Lectures and field investigations will be planned by Ronald F. Lee, Chief Historian of the National Park Service, and by Edward P. Alexander, Educational Director of Colonial Williamsburg, Inc.

An *Institute of Genealogical Research*, directed by Meredith Colket, Jr., of the National Archives, will be offered for the first time from June 12 through July 1. The Institute will be given with the cooperation of the National Archives and will provide lectures on sources and methods of genealogical research and laboratory work.

Further information on these courses may be obtained from the Office of the Director, School of Social Sciences and Public Affairs, The American University, 1901 F Street, Northwest, Washington 8, D. C.

During the month of February, the Minnesota Historical Society, in cooperation with the department of history of the University of Minnesota, presented a series of seminars dealing with manuscripts. The first, held on February 9, gave those students registered for the course some idea of the classes of material to be found in a manuscript collection from the point of view of use. The second seminar, on February 16, was devoted to types of papers common to all classes, such as letters, diaries, etc. The third conference, on February 23, covered finding aids — calendars, catalogues, and other guides.

In November, representatives of firms from six different states met for one week in Chicago to take part in an advanced seminar course at the Records Management Institute. This was a meeting for office managers, department heads, file supervisors and analysts, and members of their staffs. The Institute was planned by Miss Bertha M. Weeks, director of the Chicago Bureau of Filing & Indexing, in whose conference rooms the five-day meeting was held. As a pioneer in teaching and installing filing and record management systems, Miss Weeks felt that some type of advanced seminar was needed by business people who already have a solid background, yet who wanted to keep abreast of new developments and the most modern system. The program included field trips to local firms to see on-the-spot filing systems at work, round-table discussions, and several prominent guest lecturers. Topics discussed included up-to-date short cuts and routines, floor lay-outs, retention programs and micro-filming, preparation of manuals and reports, and what is new in equipment and supplies.

UNITED NATIONS ARCHIVES

The United Nations archives announces that the principal document series are available on microfilm. Most of them are on 16 mm. film, but a few are on 35 mm. Other series are in preparation. The list may be obtained from Catherine Symons, United Nations Archives, Lake Success, New York.

FOREIGN NEWS

Canada

The Library of Queen's University reports two important acquisitions. First is the R. S. McLaughlin Canadian Historical Collection, including letters of the Chevalier de Levis, General de la Salaberry, William Lyon Mackenzie, William MacDougall, Sir George E. Cartier, Louis Riel, and Sir John A. MacDonald. Secondly, Queen's University has acquired on loan, for purposes of classification and research, the Sir Wilfred Laurier Papers. There are 12 packing cases of this valuable material and a general inventory of it is being drawn up.

Mr. Lewis Thomas has been appointed provincial archivist for the province of Saskatchewan, having been acting archivist since 1948. The Archives Office has been carrying on a program of microfilming early local government records in the province, and has also made a microfilm copy of the register and minute book of the College of Physicians and Surgeons of the Northwest Territories.

Rome

Professor Pericle Perali, 65, custodian of the Vatican's secret archives since 1923, died December 30. Professor Perali wrote numerous archeological studies on the ancient Etruscan and Roman civilizations. He was one of the founders of the Italian Popular (Catholic) Party, which was suppressed by the Fascists.

KENTUCKY

Mabel C. Weeks, formerly in the manuscript section of the Wisconsin Historical Society and more recently in the manuscript department of the New York Public Library, joined the staff of the Filson Club in Louisville, Kentucky in September. Miss Weeks will be in charge of the Club's manuscripts and will arrange them for research use before cataloging is completed.

MINNESOTA

Russell Barnes, librarian of the Minnesota Historical Society, has been appointed librarian of the James Jerome Hill Reference Library, St. Paul, Minnesota.

MISSOURI

Thomas F. O'Connor, formerly archivist of the Diocese of Syracuse, has joined the department of history at St. Louis University.

NORTH CAROLINA

Dr. Adelaide Lisetta Fries, one of the state's best-known writers, and archivist of the Moravian Church since 1911, died in Winston-Salem, N. C., November 29 at the age of 78. As early as 1898, Dr. Fries had written the

"History of Forsyth County." It was as followed by the "Historical Sketch of Salem Female Academy" and "The Moravians in Georgia, 1773-40." Later came the "Town Builder," "The Moravian Church Yesterday and Today" and "Records of the Moravians in North Carolina," published by the State Department of Archives and History.

On September 16 the State Department of Archives and History purchased from Mr. Charles W. Traylen of Guilford, Surrey, England, the original Carolina charter of 1663 granted by Charles II to the eight Lords Proprietors. This purchase was made possible by twenty-three private citizens and the North Carolina Society for the Preservation of Antiquities.

OHIO

The Western Reserve Historical Society, Cleveland, has inaugurated a semimonthly series of manuscript seminars to acquaint research workers with the society's manuscript collections. The seminars, which will be held from October to May, will present the circumstances through which the holdings were acquired, the size and scope of important collections, examples by types, and comments by persons who have used the collections. Examination and discussion of the material will be invited.

PENNSYLVANIA

On December 27, the Library of Congress agreed to transfer to the Swarthmore College Peace Collection at Swarthmore, Pa., the papers of the late Jane Addams which have been in the possession of the Library since they were presented by Mary Howland Linn in 1940. The Library consented to this transfer at the request of Mrs. Linn, her two daughters, and the Hull-House Association, who felt that the interests of scholarship would be best served by it. During her lifetime Miss Addams had given to Swarthmore College a group of papers arising out of her leadership in the movement for international peace, a leadership which in 1931 won for her the Nobel Peace Prize. The gift of these papers was the inspiration for the founding at Swarthmore of a Peace Collection in memory of Jane Addams, devoted to the preservation of the historical records of the peace movement. The Peace Collection has been developed with the advice and assistance of outstanding experts in the archival field. Excellent work has been done in collecting and preserving important materials and a center of specialized research has been developed which deserves every encouragement. One of Swarthmore's aims has been the gathering together there of all papers pertaining to the life and work of Jane Addams, the spiritual founder of the Peace Collection and in this effort it has been encouraged and assisted by the members of Miss Addams' family.

Readers of this journal, who have not seen the *Manual for Peace Organizations on Standards for Record Keeping: Suggestions from the Swarthmore College Peace Collection* (4 p.) issued in November 1947 in mimeographed form, may be interested in securing a copy. This document provides, in brief

scope, guidance to peace organizations with respect to the management of their current records and the orderly transfer of non-current records to some selected archival depository, possibly the Peace Collection. The points stressed, however, have equal validity in the records management and archival practices of other organizations serving a "cause" or "movement."

TEXAS

George A. Hill, Jr., president of the Board of Trustees of the San Jacinto Museum of History Association and long a member of the Society of American Archivists, died November 2, 1949. Prominent in the petroleum industry for many years, Mr. Hill served during World War II as a member of the Petroleum Industry War Council and as chairman of the District III Production Committee of the Petroleum Administration for War. He was a member of a large number of organizations concerned with the study and preservation of historical source materials.

VIRGINIA

On October 18 the Library of Congress returned to the Commonwealth of Virginia a manuscript account book kept by the office of the Virginia Treasurer from 1775 to 1777, and a group of land tax lists prepared in Ohio County, for the Commonwealth, from 1789 to 1798. The Virginia State Library, through William J. Van Schreeven, Archivist, took custody of the material. These documents were returned in accordance with a recent decision of the Librarian authorizing transfer to the Commonwealth of Virginia and to its appropriate political subdivisions of any manuscripts in the Library's custody that appear to be Virginia public records and were not acquired under circumstances that would make such transfer improper.

On November 1, Judge Paul E. Brown, in the Circuit Court for Fairfax County, Virginia, entered the following order:

It appearing to the Court that certain records of the County of Fairfax, Virginia, are in the possession of the Library of Congress of the United States, located in Washington, D. C., namely: Fairfax County Orders, 1768-1770; Fairfax County Deeds, 1772-1773, and Fairfax Land Causes, 1742-1770, and that the Honorable Luther H. Evans, Librarian of Congress, is willing to return these books to the Clerk's Office of Fairfax County, Virginia, where they properly belong as records of said County, and it further appearing that Thomas P. Chapman, Jr., Clerk of said County, desires to obtain said records.

Whereupon, it is now adjudged that said records should be returned to the Clerk's Office of said County, and Thomas P. Chapman, Jr., Clerk of said County, is hereby directed to receive from the Librarian of Congress the said books and records, and cause them to be returned to the Clerk's Office of said County.

The volumes were returned by the Library of Congress on November 22. Believed to have been removed from the Court during the Civil War, they were presented to the Library in 1936 by the late Gabriel Wells, dealer in rare books and manuscripts.

* * *

Several members of the Society of American Archivists attended the Records Administrators Conference of Virginia State agencies and institutions in the Capitol Building at Richmond, November 30, 1949, at which the new state records administration program was launched. More than 40 officials designated as records administrators of their respective agencies and institutions were present to hear the results of a management survey that had been conducted by a commercial enterprise, and the program of continuing operation by the State. Lloyd S. Myer, newly designated State Records Administrator, presided. Governor William M. Tuck expressed his interest in the economies to be realized through the program. Other speakers included William J. Van Schreeven, Archivist of Virginia; Philip C. Brooks, President of the Society; Daniel F. Noll, of the National Archives; J. H. Bradford, Director of the Budget; J. Gordon Bennett, Auditor of Public Accounts; and Irving Zitmore, of Records Engineering, Inc. Morris L. Radoff, Archivist of Maryland, was unable to appear on account of illness.

The Governor's address to the General Assembly on January 11 (*Sen. Doc.* no. 1) includes a report by the Division of the Budget stating:

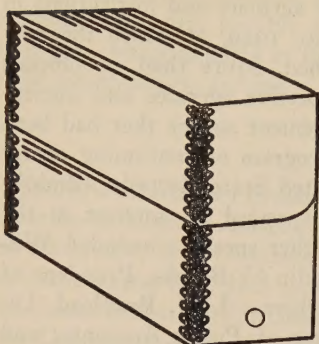
Supervision and other assistance has been given to a records engineering survey authorized by the Governor for the purpose of placing the management of state records on a more efficient basis. Among the results so far accomplished by this undertaking 600 file drawers, transfer cases and cartons, or a total of 120 tons of records no longer needed, have been destroyed or authorized for destruction. This is equivalent to releasing 9,000 square feet of floor space when the work of destruction is completed. Approximately 1,500,000 records have been microfilmed, which if housed in file cabinets would require about 125 four-drawer cabinets.

Francis Howard Heller's study entitled *Virginia's State Government during the Second World War: Its Constitutional, Legislative, and Administrative Adaptations, 1942-1945*, was published in December by the World War II History Division of the Virginia State Library. Archivists will be interested especially in his two-page discussion of the protective measures initiated by the Committee on the Conservation of Cultural Resources in Virginia.

WEST VIRGINIA

The private papers of the late Gray Silver of Martinsburg have been given to the West Virginia University Library. The collection contains more than 40,000 pieces for the period from 1919 to 1935 and will be available for use as source material by historians studying that period. The University also announces the following manuscript acquisitions: 2,300 manuscripts of Stephen Benton Elkins, U. S. Senator, Secretary of War; 200 letters of Judge Ira E. Robinson, West Virginia Supreme Court judge, first U. S. Radio Commissioner; 400 items, John J. Bassel, Baltimore and Ohio Railroad attorney, personal and business letters; 300 items, George W. Smith papers, 1818-1908, personal and business letters and documents; 15 letters, 1824-1832, of Col. Vause Fox, of Romney.

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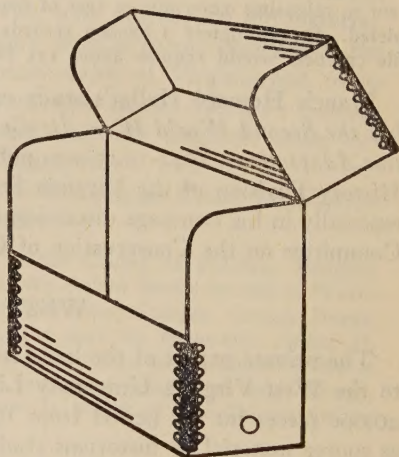
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